

MEMORANDUM CIRCULAR NO. 1
PROHIBITING THE HANDCARRYING OF OFFICIAL COMMUNICATIONS BY UNAUTHORIZED PARTIES.

1. It has come to the attention of this Office that official records or correspondence are handcarried by unauthorized parties, not only within the units or divisions of the offices concerned, but also from one department, bureau or office of the National Government to another.
2. Such a practice should not be tolerated as it smacks of infidelity in the custody of official documents and leads to the exercise of improper influence on the part of individuals or parties handcarrying such papers. The practice is also responsible in many cases for the loss of official papers
3. It is, therefore, directed that the handcarrying of official records, correspondence or papers by unauthorized parties either within the offices concerned or from one department, bureau or office of the National Government including government owned or controlled corporations to another office be, as it is hereby, prohibited.
4. Any government official or employee found guilty of violating the provisions of this memorandum circular shall be subject to administrative disciplinary action.
5. Chiefs or heads of departments, bureau of other offices and government-owned or controlled corporations are hereby enjoined to invite the attention of their respective personnel to this circular for their information and guidance.

Manila, February 12, 1962

By authority of the President:
(SGD.) **AMELITO R. MUTUC**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 2
PROHIBITING PERSONAL FOLLOW – UP OF OFFICIAL COMMUNICATIONS BY UNAUTHORIZED
GOVERNMENT OFFICIALS AND EMPLOYEES.

1. It has been observed that, despite the ban against the handcarrying of official communications, numerous persons, including government employees, personally follow – up their papers. The time and effort consumed in locating the papers are not inconsiderable, so that the results further delay in the disposition thereof. Government employees who make such follow – up unwittingly stand on the way of orderly and speedy disposition of communications. The time they would consume in following up papers should be devoted to their duties in their respective offices.
2. It is, therefore, directed that personal follow – up of official communications by unauthorized government officials and employees, either within the office where the communication is pending or from one department, bureau or office of the National Government to another, including government-owned or controlled corporations be, as it is hereby, prohibited.
3. All heads of departments and chiefs of bureaus and offices, as well as government-owned or controlled corporations, are hereby enjoined to invite the attention of their respective personnel to this circular for their information and guidance.

Manila, March 29, 1962

By authority of the President:
(SGD.) **AMELITO R. MUTUC**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 3

FIXING THE OFFICE HOURS OF THOSE WHO WILL RENDER AFTERNOON DUTY FROM APRIL 2 TO JUNE 15, 1962, PURSUANT TO EXECUTIVE ORDER NO. 8, DATED MARCH 30, 1962.

In connection with the penultimate paragraph of Executive Order No. 8, current series, enjoining heads of departments, bureaus, offices, agencies and instrumentalities in the government, including the provincial, city and municipal governments and all corporations owned or controlled by the government, to require at least one-half of their personnel to be on duty in the afternoon, it is hereby directed that the said afternoon duty shall be from 1:30 p.m., to 4:30 p.m.

It is understood that those who will render afternoon duty shall observe office hours from 7:30 a.m. to 12:30p.m., as prescribed in the said Executive Order.

Manila, April 2, 1962

By authority of the President:
(SGD.) **AMELITO R. MUTUC**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 4
REQUIRING SUBMISSION OF ACCOMPLISHMENT REPORTS BY CHIEFS OF BUREAUS AND OFFICES
UNDER THE OFFICE OF THE PRESIDENT.

All chiefs of bureaus and offices under the Office of the President are hereby required to submit a comprehensive report of accomplishments of their respective offices during the first one hundred days of the Administration, which may include recommendations on the problems, if any, they are facing. The reports should be submitted to this Office not later than April 30, 1962.

Manila, April 12, 1962

By the authority of the President:
(SGD.) **AMELITO R. MUTUC**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 5

INFORMATION DRIVE ON THE PRESIDENT'S FIVE-YEAR INTEGRATED SOCIO-ECONOMIC PROGRAM

The success of any nation-wide program of socio-economic development depends upon its appreciation by all those affected both in and outside the government, their sympathetic understanding of its objectives and the means for their attainment, and their willing cooperation in the implementation thereof. To this end, the President, upon the advice of the Council of Administrative Management, is conducting in June of this year an information drive on the President's Five-Year Integrated Socio-Economic Program which will initially cover national and local government personnel, and later, the public.

To start this information campaign, the Presidential Committee on Administration Performance Efficiency, with the technical assistance of the National Economic Council, the Budget Commission, the Civil Service Commission, and the Institute of Public Administration, University of the Philippines, will conduct a series of seminars for bureau directors, heads of offices, managers of government corporations, and the chiefs of divisions under these officials, and key officials and chiefs of divisions in the offices of the secretaries of the departments and of the heads of agencies of department rank, from June 1 to June 8, 1962 in accordance with the attached schedule and program. Sessions will be held at the Government Service Insurance System Social Hall, Arroceros Street, Manila.

The department secretaries, bureau or agency heads and corporation managers are expected to direct the officials concerned under them to attend these seminars, furnishing the PCAPE with a list of the names of these officials. Further, they shall be directly responsible for carrying out an information drive on the socio-economic development program within their respective departments, bureaus, offices or corporations, with the staff assistance of their training officers who shall be given instruction accordingly by the Civil Service Commission, and reports thereon shall be submitted to the PCAPE.

Further details may be secured from Atty. Feliciano Belmonte, Jr. of the PCAPE, telephone nos. PLDT 3-39-38 and 33-22-44 Loc. 719.

In view of the importance of these seminars in relation to the achievement of the goals of the Administration, all officials concerned are hereby requested to attend these seminars.

May 22, 1962

By authority of the President:
(SGD.) **AMELITO R. MUTUC**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 6

REQUESTING THE ATTENDANCE OF GOVERNMENT OFFICIALS AND EMPLOYEES INCLUDING THOSE IN GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS AT THE LUNETA AND THE DECORATION OF ALL GOVERNMENT BUILDINGS ON THE OCCASION OF THE CELEBRATION OF THE 64TH ANNIVERSARY OF THE PROCLAMATION OF THE PHILIPPINE INDEPENDENCE.

As is already known, the President, under Proclamation No. 28, dated May 12, 1962 declared June 12th as Philippine Independence Day, the day when Gen. Emilio Aguinaldo proclaimed Philippine independence in Kawit, Cavite, in 1898.

The Independence Day National Committee in charge of the anniversary celebration on June 12, 1962, is presenting a reenactment of the said proclamation at the Independence Memorial Grandstand at the Luneta and is sponsoring a civic and military parade, all these activities to be held in the afternoon of that day.

In view of the significance of this celebration, government officials and employees are hereby urged to witness the re-enactment of the proclamation of the Philippine independence at the Luneta as well as the civic and military parade. For this purpose, a section at the Luneta, in front of the Independence Memorial Grandstand, is being reserved for officials and employees of the government, including those of government owned and/or controlled corporations.

It is also desired that all government buildings be appropriately decorated for this year's independence day celebration.

Likewise, it is desired that buntings or the Filipino flag be displayed, if possible, in the home of every government official or employee during the celebration.

It is therefore, requested that all heads of departments and chiefs of bureaus and offices, as well as the government – owned and/or controlled corporations, enjoin their officials and employees to witness the independence day celebration at the Luneta on June 12, 1962, and to decorate their homes during the celebration.

Manila June 5, 1962.

By authority of the President:
(SGD.) **AMELITO R. MUTUC**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 7

ENJOINING ALL OFFICIALS AND EMPLOYEES OF THE GOVERNMENT TO EXTEND WHOLEHEARTED SUPPORT TO THE FUND CAMPAIGN OF THE QUEZON MEMORIAL COMMITTEE.

Whereas, the Campaign Manager, Secretary and Executive Officer of the Quezon Memorial Committee, seeks the assistance of this Office in securing the full cooperation and support of all officials and employees of the government in the current fund campaign aimed at the completion of the first unit of the Quezon Memorial consisting of a Monument and Mausoleum and, if possible, having it ready for inauguration on August 19, 1962.

Whereas, this Quezon Memorial, if completed, will serve as an indestructible tribute to an illustrious leader whose life had been devoted entirely to his country;

Whereas, the realization of this national project depends on the innate goodness and active support of every citizen of this country;

Wherefore, all heads of departments and chiefs of bureaus and offices, including government-owned or controlled corporations are hereby enjoined to exhort the officials and employees under them to extend their wholehearted assistance and support to the Quezon Memorial Committee in order to enable it to realize its objectives.

Manila, June 13, 1962

By authority of the President:
(SGD.) **AMELITO R. MUTUC**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 8
PROVINCIAL CONFERENCES IN CONNECTION WITH THE INFORMATION DRIVE ON THE
PRESIDENT'S FIVE-YEAR INTEGRATED SOCIO-ECONOMIC PROGRAM.

The success of any nation-wide program of socio-economic development depends upon its appreciation by all those affected both in and outside the government, their sympathetic understanding of its objectives and the means for their attainment, and their willing participation and cooperation in the systematic implementation thereof. To this end, the President, upon the advice of the Council of Administrative Management, is conducting an information drive on his Five-Year Integrated Socio-Economic Program among all national and local government personnel.

Accordingly, the Presidential Committee on Administration Performance Efficiency, with the technical assistance of the National Economic Council and the Budget Commission, will hold a series of regional conferences for provincial governors and members of provincial boards, city mayors and members of city councils, provincial or city treasurers, engineers, auditors, health officers and fiscals, municipal mayors, and the head and key official of appropriate regional offices of national government agencies, from July 5 to September 6, 1962, in accordance with the attached schedule and program. Conference sites will be announced later.

The provincial and city executives are expected to direct the officials concerned under them to attend these conferences. They shall further be directly responsible for carrying out an information drive on the President's program within their respective offices, and reports thereon shall be submitted to the PCAPE.

Further details may be secured from Atty. Feliciano Belmonte, Jr., Chief, Government Performance Branch, PCAPE, Malacañang, Manila, telephone Nos. 3-39-88 or 3-96-91 local 442 or 719.

In view to the importance of these seminars in relation to the achievement of the goals of the Administration, all officials concerned are hereby requested to attend them. Their attendance will be on official time and they will be entitled to reimbursement of actual reasonable travel expenses from their offices to the place of the conference.

MANILA, June 21, 1962

By authority of the President:
(SGD.) **AMELITO R. MUTUC**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 9
COORDINATION OF FOREIGN AID BY THE NATIONAL ECONOMIC COUNCIL

Under Reorganization Plan No. 10 as implemented by Executive Order No. 119, series of 1955, the National Economic Council, through its Office of Foreign Aid Coordination, is charged with the coordination and integration of "foreign aid, technical assistance, reparations programs, if any, and the programs of government and private entities." The term "coordinate" means to bring into a common action, movement or condition; to regulate and combine in harmonious action; to adjust; harmonize. To "integrate" means to form into one whole; to make entire; to complete; round out; to unite parts elements.

All agencies of the Philippine government, therefore, are called upon to make up with the National Economic Council all matters concerning foreign aid from any source including the U.S. Agency for International Development (AID), United Nations Technical Assistance Board (UNTAB), Colombo Plan, Bilateral Agreement, Foundations, etc.

As a corollary to its coordinating function, the National Economic Council, through the Office of Foreign Aid Coordination, may call or invite the local representatives of the various foreign aid agencies and the Philippines government agencies concerned to conferences for the purpose of coming to a mutual agreement for more effective planning and implementation of foreign assistance. The whole-hearted cooperation of the parties concerned is requested.

MANILA, June 25, 1962

By authority of the President:
(SGD.) **AMELITO R. MUTUC**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 10
URGING ALL GOVERNMENT OFFICIALS RESPONSIBLE FOR PERSONNEL MANAGEMENT TO
ATTEND THE FIFTH NATIONAL CONFERENCE ON PUBLIC PERSONNEL ADMINISTRATION.

The Personnel Officers Association of the Philippines, Inc. (POAP), with the technical assistance of the Civil Service Commission, will hold its Fifth National Conference on Public Personnel Administration on September 17, 18, and 19, 1962, at the GSIS Social Hall Manila. It has for its theme "The Role of the Personnel Man in the implementation of the President's Five-Year Integrated Socio-Economic Program."

The need for strengthening the public service through the institution of administrative reforms which would harness the energy and resources of public servants and administrators has been stressed time and again. This conference is a healthy and encouraging move towards the attainment of this end. It will provide opportunity for professional development in the field of personnel management and thus further enhance the efficiency of the service.

In view of the importance of this conference, all heads of departments, bureaus, offices and government-owned or controlled corporations are urged to send administrative officers, personnel, training officers, members of the POAP and other delegates to attend this conference in their official capacity as officials responsible for personnel management. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

Delegates should be required to submit to their respective agency heads a report of their attendance and participation in the conference.

Manila, August 13, 1962

By the authority of the President:
(SGD.) **SALVADOR L. MARINO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 11
REQUIRING PROMPT ACTION ON OFFICIAL PAPERS BY ALL AGENCIES OF THE GOVERNMENT.

WHEREAS, it is one of the principal concerns of this Administration that all papers coursed to the offices and agencies of the government be acted upon properly and promptly;

WHEREAS, there is no reason for the delay in the consideration or dispatch of official papers;

WHEREAS, failure to act on said papers in spite of a reasonable length of time, without any legal or moral reason, creates the obvious suspicion that the official or employee is too lazy to act on those papers, or simply forgets or neglects, unwittingly perhaps, to act on them or does not know how to work on them due to ignorance or worst still, the employee is waiting for unholy hands to convince him to act;

WHEREFORE, in the interest of good government, all heads of departments and chiefs of bureaus and offices as well as government-owned or controlled corporations are hereby enjoined to impress upon the officials and employees in their respective jurisdictions to dispatch within 24 hours or at most 72 hours all official papers assigned to them for action. Exceptions may, however be made in the case of official correspondence requiring extensive research and careful study to arrive at a decision thereon.

Failure of any government official or employee to dispatch official papers as herein required may subject him to administrative disciplinary action.

Manila, August 13, 1962

By authority of the President:
(SGD.) **SALVADOR L. MARINO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 12

RESTRICTING THE CELEBRATION OF ANNIVERSARIES OF GOVERNMENT OFFICES AND ENTITIES

WHEREAS, it has come to the attention of this Office that many government offices and entities have been celebrating anniversaries of their organization or establishment;

WHEREAS, there is not much to be gained from these celebrations at this time when serious work and productive performance are what are necessary;

WHEREAS, due to the influence of their superiors, the employees are constrained during these celebrations to participate in banquets, balls, or other affairs which involve personal expenses, thereby placing further burden on low-salaried employees;

WHEREFORE, all heads of departments and chiefs of bureaus and offices, including government-owned or controlled corporations, are hereby enjoined not to hold anniversary celebrations except when there are compelling reasons therefor, in which case the approval of this Office must first be secured.

Manila, August 29, 1962

By authority of the President:
(SGD.) **SALVADOR L. MARIÑO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 13

REVOKING MEMORANDUM CIRCULAR NO. 12 DATED OCTOBER 14, 1960, WHICH REQUIRES APPROVAL BY THE COMMITTEE ON DOCUMENTARY FILMS BEFORE PRODUCTION OF ANY GOVERNMENT DOCUMENTARY FILM.

Memorandum Circular No. 12 dated October 14, 1960, entitled "REQUIRING THAT PRODUCTION OF GOVERNMENT DOCUMENTARY FILMS BE SUBMITTED TO THE SUPERVISION OF THE COMMITTEE ON DOCUMENTARY FILMS CREATED UNDER ADMINISTRATIVE ORDER NO. 333 DATED AUGUST 3, 1960," is hereby revoked effective immediately.

Manila, September 4, 1962

By authority of the President:
(SGD.) **SALVADOR L. MARIÑO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 14
REQUIRING THE SUCCESSION OF REPORTS ON THE PROGRESS OF ADMINISTRATIVE
INVESTIGATIONS.

The speedy disposition of administrative cases by the various agencies of the government is desirable in the interest of good public administration and in fairness to the respondents who are naturally placed in an extremely trying and difficult position. Indeed, the accusing fingers of suspicion need not be pointed indefinitely at the respondents. Justice demands that action on their cases be expedited in order that, within the shortest time possible, they will know their fate--whether guilty or innocent--and thus put an end to painful uncertainties.

To enable this Office to devise ways and means of expediting the disposition of administrative cases, all heads of departments and chiefs of bureaus and offices including government-owned or -controlled corporations are hereby required to furnish the Presidential Committee on Administration Performance Efficiency (PCAPE) every six months starting with the period from June 1 to December 31, 1961, with the information on all administrative cases as indicated in the attached form. The forms, duly accomplished in triplicate, shall be submitted not later than 30 days after the end of the corresponding period.

Further information regarding this matter may be secured from the Government Performance Branch, PCAPE, Telephone Nos. PLPT 3-39-88 or GTS 33-22-44 local 719.

Manila, October 2, 1962

By authority of the President:
(SGD.) **SALVADOR L. MARIÑO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 15

URGING GOVERNMENT OFFICIALS AND EMPLOYEES TO ATTEND THE WELCOME CEREMONIES IN HONOR OF HIS EXCELLENCY, THE PRESIDENT OF THE UNITED STATES OF MEXICO.

His Excellency, the President of the United States of Mexico is due to arrive in Manila for a state visit on October 20-23, 1962. The special plane carrying this distinguished visitor and his entourage will land at the Manila International Airport at 2:00 p.m. on the 20th of October. From the airport, there will be a motorcade to Malacañang.

The significance of this first state visit to be made by the President of a nation with whom our country is bound by cultural and historical affinity calls for the attendance of the entire officialdom of the Philippine Government. In order to insure a warm welcome for this distinguished visitor and his party, all heads of departments and chiefs of bureaus and offices including government-owned or controlled corporations are hereby urged to enjoin officials and employees under them to attend the welcome ceremonies. The delegations from the various departments and offices shall occupy the route along Concepcion Street, Ayala Boulevard, San Miguel and Jose P. Laurel Avenue (formerly Aviles).

Compliance with the provision of this Circular is hereby enjoined,

Manila, October 8, 1962

By authority of the President:
(SGD.) **SALVADOR L. MARIÑO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 16

URGING GOVERNMENT OFFICIALS AND EMPLOYEES TO ATTEND THE WELCOME AND
DEPARTURE CEREMONIES IN HONOR OF THEIR IMPERIAL HIGHNESSES, CROWN PRINCE AKIHITO
AND CROWN PRINCESS MICHIKO OF JAPAN.

Their Imperial Highnesses, Crown Prince Akihito and Crown Princess Michiko of Japan, are due to arrive in Manila for a state visit on November 5-10, 1962. The special plane carrying these distinguished visitors will land at the Manila International Airport at 4:00 p.m. on November 5th. From the airport, there will be a motorcade to Malacañang.

The attendance of the entire officialdom of the Philippine Government in the welcome and departure ceremonies of these distinguished visitors will demonstrate once again our innate kindness and hospitality as a people. Over and beyond the power of words to express, this gesture will convey more deeply our token of goodwill with our Asian neighbors. For these reasons, all heads of departments and chiefs of bureaus and offices including government-owned or controlled corporations are hereby urged to enjoin officials and employees under them to attend the welcome and departure ceremonies at the Manila International Airport. It is understood that in the afternoon of November 5th a sufficient number of personnel shall stay at their posts to attend to official business.

Compliance with the provisions of this Circular is hereby enjoined.

Manila, October 31, 1962

By authority of the President:
(SGD.) **SALVADOR L. MARIÑO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 17

**URGING ALL CHIEFS OF BUREAUS TO ATTEND THE FIRST EXECUTIVE DEVELOPMENT SEMINAR
ON PUBLIC ADMINISTRATION.**

The Bureau Directors' Association will hold its first Executive Development Seminar on Public Administration from January 21 to February 5, 1963, at the Asian Labor Education Center, University of the Philippines, Diliman, Quezon City.

This seminar is a healthy contribution to the President's career development program since it will provide opportunity for professional growth in the service. It is an answer to the dynamic challenge posed by the need of developing a higher level of executive skill and considering methods of improving executive action and efficiency among directors of bureaus and bureau-rank offices. It will enable these officials to become familiar with the most recent trends in organization and management techniques applicable to the day-to-day administration of the affairs of their respective bureaus or offices ensuring a more efficient, economical and effective governmental operation.

In view of the importance of this seminar, all Heads of Departments are hereby urged to enjoin chiefs of bureaus and bureau-rank offices under them to attend said seminar. Their attendance shall be on official time and their expenses for transportation, subsistence, and registration and seminar fees shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements. Participants thereto shall be required to submit to their agency heads a report of their attendance and participation.

For other particulars, please contact Director Eugenio E. Cruz, President of the Bureau Directors' Association, at the Bureau of Plant Industry, San Andres, Manila, Telephone Nos. PLDT 5-47-12 and GTS 22-14-67.

Manila, December 5, 1962

By authority of the President:
(SGD.) **SALVADOR L. MARIÑO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1962). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 18
REQUIRING SUBMISSION TO THE OFFICE OF THE PRESIDENT OF ALL APPOINTMENTS OF
OFFICIALS AND EMPLOYEES IN BUREAUS AND OFFICES UNDER IT.

It has come to our attention that appointments of officials and employees in bureaus and offices under the Office of the President are being sent direct to the Civil Service Commission, which appointments have to be referred to this Office for comment and recommendation in its capacity as a Department, thus causing unnecessary delay in the processing of the appointments.

It is therefore, hereby directed that all appointments of officials and employees in bureaus and offices under the Office of the President, irrespective of the rates of compensation involved, be submitted to this Office for consideration, pursuant to the provisions of Section 74 of the Revised Administrative Code, as amended.

Manila, February 11, 1963

By authority of the President:

SALVADOR L. MARIÑO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 19
URGING STRICT COMPLIANCE WITH THE PROVISION OF LAW REGARDING EMPLOYMENT OF
PERSONS 57 YEARS OLD OR OVER.

Whereas, Section 6 of Republic Act No. 728 provides that no person shall be appointed or reinstated in the service if he is already 57 years of age unless the President of the Philippines

Whereas, it has been observed that in almost all requests for authority for the employment of persons 57 years old or over, the proposed appointees had been allowed to assume the duties of the position even before their appointments are authorized by this Office. This practice is a clear violation of the abovementioned provisions of law.

Wherefore, heads of departments and chiefs of bureaus and offices, including provincial, municipal, and city governments and corporations owned or controlled by the Government, are hereby enjoined not to allow proposed appointees in their offices who are suffering from age disqualification to assume the duties of their own position without the prior authority of this Office, otherwise the official or officials causing such violation shall be held responsible therefor.

The Auditor General is hereby requested not to allow payment of salaries of employees appointed or reinstated in violation of the aforementioned provision of law of this memorandum circular.

By authority of the President:
SALVADOR L. MARÍÑO
Executive Secretary

Manila, February 15, 1963

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 20

AUTHORIZING THE HOLDING OF A SEMINAR ON THE REVISED CIVIL SERVICE RULES FOR ALL PERSONNEL OFFICERS AND TRAINING OFFICERS OF BUREAUS AND OFFICES UNDER THE OFFICE OF THE PRESIDENT.

An enlightened appreciation and proper understanding of the Revised Civil Service Rules by all officials and employees of the Government who are called upon to “insure and promote the constitutional mandate regarding appointments only according to merit and fitness, and to provide within the public service a progressive system of personnel administration to insure the maintenance of an honest, efficient progressive and courteous civil service in the Philippines” is imperative. For this reason, there is hereby authorized the holding of a Seminar on these Rules for all Personnel Offices and Training Officers of bureaus and offices under the Office of the President. The sessions shall be conducted everyday, Monday through Friday, from 2:00 p.m. to 5:00 p.m. from March 25 to April 5, 1963, at the Conference Room of the Budget Commission.

In view of the importance of this Seminar, all chiefs of bureaus and offices under the Office of the President are hereby urged to enjoin Personnel Officers and Training Officers under them to attend said Seminar. The list of participants should be submitted to this Office not later than Thursday March 20, 1963. Their attendance shall be on official time. They shall be required to submit to their agency heads a report of their attendance and participation. For more detailed information regarding the Seminar, attached is the program or outline thereof.

Manila, March 14, 1963.

By authority of the President:
SALVADOR L. MARINO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 21

FIXING THE OFFICE HOURS OF THOSE WHO WILL RENDER AFTERNOON DUTY FROM APRIL 1 TO JUNE 15, 1963, PURSUANT TO EXECUTIVE ORDER NO. 37 DATED MARCH 20, 1963.

In connection with the penultimate paragraph of Executive Order No. 37, current series, enjoining heads of departments, bureaus, offices, agencies and instrumentalities of the Government, including the provincial and municipal governments and all corporations owned or controlled by the Government, to require at least one-half of their personnel to be on duty in the afternoon, it is hereby directed that the said afternoon duty shall be from 1:30 p.m. to 4:30 p.m.

It is understood that those who will render afternoon duty shall also observe office hours from 7:30 a.m. to 12:30 p.m. as prescribed in the said Executive Order.

Manila, March 22, 1963

By authority of the President:
SALVADOR L. MARÍÑO
Executive Secretary

Source: **Presidential Museum and Library**

MEMORANDUM CIRCULAR NO. 22
REQUIRING PREFERENTIAL ATTENTION TO AND PROMPT ACTION ON PETITIONS, COMPLAINTS,
AND REQUESTS MADE BY THE CITIZENS ON COMMON MAN'S DAY

Whereas, a citizen who sees the President of the Philippines on Common Man's Day carries with him implicit faith that his problems will be given immediate attention and due consideration;

Whereas, to strengthen and solidify this faith of the citizens should be the overriding concern of every official and employee of the government;

Wherefore, all heads of departments and chiefs of bureaus and offices as well as government-owned or controlled corporations are hereby urged to give preferential attention to and prompt action on matters referred to their respective offices in connection with the petitions, complaints and requests made by the citizens on Common Man's Day.

Strict compliance with the provisions of this Circular is enjoined.

Manila, April 29, 1963.

SALVADOR L. MARIÑO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 23
REQUIRING ALL GOVERNMENT OFFICES TO SETTLE THEIR OVERDUE ACCOUNTS WITH THE
BUREAU OF PRINTING.

1. Information from the Bureau of Printing revealed that many government offices have accounts with the Bureau of Printing which are long overdue. As a result of this delay in the payment of accounts, the Bureau's Revolving Fund, from which the funds for the purchase of printing supplies and materials are derived, is fast dwindling.
2. In order to enable the Bureau to meet the government printing requisitions, all government offices, including corporations owned and controlled by the government, which have overdue accounts with the said Bureau are hereby directed to settle their accounts as soon as possible.
3. Strict compliance herewith by all concerned is enjoined.

Manila, April 30, 1963.

By authority of the President:
SALVADOR L. MARINO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 24

URGING ALL GOVERNMENT OFFICIALS WHOSE DUTIES RELATE TO IN-SERVICE TRAINING AND CAREER DEVELOPMENT IN THE PUBLIC SERVICE TO ATTEND THE FIFTH NATIONAL CONFERENCE OF GOVERNMENT TRAINING OFFICERS.

The Government Training Officers Association of the Philippines, Inc. (GTOAP), with the technical assistance of the Graduate School of Public Administration of the University of the Philippines, the Civil Service Commission, and the Budget Commission, will hold its Fifth National Conference on June 26-29, 1963, at the Far Eastern University Auditorium, Manila, on the general theme: THE TRAINING OFFICER'S ROLE IN MORAL REGENERATION.

The efforts exerted to achieve the goals of the Nation's socio-economic development program will be more effective and the results obtained more enduring if the Government can suffuse them with pervasive moral regeneration. This year's conference of the GTOAP with its timely theme may contribute to the realization of these ends. Moreover, it may further enhance the moral identity of the Filipino people.

In view of the importance of this conference, all heads of departments, bureaus, offices, chartered cities, provincial and municipal governments, including government-owned or controlled corporations are hereby urged to send their training officers, and administrative officers to attend this conference. Their attendance shall be on official time, and the expenses for transportation, subsistence, lodging and conference fees in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

Delegates should be required to submit to their respective agency heads a report of their attendance and participation in the conference.

By authority of the President:
(Sgd.) **SALVADOR L. MARINO**
Executive Secretary

Manila, May 20, 1963

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 25

ENJOINING SIMPLE OBSERVANCE OF INDEPENDENCE DAY ON JUNE 12, 1963.

In connection with the observance of Philippine Independence Day on June 12, 1963, which has been declared a special public holiday under Proclamation No. 110 dated May 20, 1963, it is hereby directed that the occasion be celebrated with simple and appropriate ceremonies. On said day, the Philippine flag shall be raised at full-mast.

Strict compliance with this Circular by all concerned is enjoined.

Manila, June 8, 1963

By authority of the President:

(Sgd.) **SALVADOR L. MARINO**
Executive Secretary

To all Heads of Departments, Chiefs of Bureaus and Offices, Heads of Agencies and Instrumentalities of the Government, Directors, Managers or Executive Heads of all Government-owned or Controlled Corporations, Provincial Governors and City Mayors.

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 26
REQUIRING GOVERNMENT OFFICIALS AND EMPLOYEES MAKING OFFICIAL TRIPS TO TRAVEL VIA
PHILIPPINE AIR LINES (PAL) OR THROUGH PAL CONNECTIONS.

The Philippine Air Lines, Inc., being a government-controlled corporation, it is but proper that it be patronized by the government.

For this purpose, it is hereby directed that government officials and employees going on official travels by air, especially abroad, secure plane accommodations, whenever possible, on PAL planes. In cases of trips to foreign places not serviced by PAL planes, arrangements shall, nevertheless, be made with the Philippine Air Lines for accommodations via PAL connections with foreign airports, as long as such arrangements do not involve extra or additional expense over rates offered by other airline companies for direct or similar arrangements for the said foreign places.

Official air travel not in accordance with the foregoing shall not be allowed except upon certification of non-availability of any such accommodations from the Philippine Air Lines, Inc., within the conditions specified in the preceding paragraph.

Strict compliance with this Circular is hereby enjoined.

Manila, June 14, 1963.

By authority of the President:
SALVADOR L. MARIÑO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 27
ESTABLISHING A SCHEDULE OF SEMINARS
ON MORAL REGENERATION

In line with his campaign for moral regeneration, the President has decided to conduct, among other things, a series of seminars among key officials and employees of the Executive Departments, including the bureaus and offices under them. Accordingly, on June 10, 1963, he started the seminar with personnel of the Department of Finance.

For the personnel of the rest of the Departments, similar seminars will be conducted at the Malacañang Heroes Hall from 9:30 a.m. to 12:00 noon in accordance with the following schedule.

Department	Date
Public Works and Communications	June 24, 1963
Office of Economic Coordination	July 1, 1963
General Services	July 8, 1963
Commerce and Industry	July 15, 1963
National Defense	July 22, 1963
Agricultural and Natural Resources	July 29, 1963
Justice	August 5, 1963
Labor	August 12, 1963
Education	August 19, 1963
Foreign Affairs	August 26, 1963
General Auditing Office	September 2, 1963
Health	September 9, 1963
Office of the President	September 16, 1963

It is hereby urged that key officials and employees of all departments and the bureaus and offices under them, including the General Auditing Office, particularly department secretaries and undersecretaries, heads and assistant heads of bureaus and offices, chiefs and assistant chiefs of divisions and primary units, auditors and assistant auditors, chiefs of sections, and those exercising some degree of supervision, attend and participate in the aforementioned seminars as scheduled above, provided that the maximum capacity of 200 of the Malacañang Heroes Hall is not exceeded.

The above schedule is subject to change as may be directed by the President, notice of which will be duly sent to the Department concerned.

Manila, June 21, 1963

By authority of the President:
SALVADOR L. MARIÑO
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 28

REQUIRING THE CREATION OF AN ECONOMY COMMITTEE IN EACH DEPARTMENT, BUREAU AND OFFICE OF THE NATIONAL GOVERNMENT.

For a more thoroughly effective realization of the objectives of the country's socio-economic program, Heads of Departments, Bureaus and Offices are hereby enjoined to inculcate among their officials and employees the imperative of a wise and economical utilization of all resources – man-power and physical resources, time, and all opportunities for generating optimum efficiency and productivity,

The common observation often made is that government offices, contrasted to privately-run offices, are wasteful of resources principally because the government is often taken to mean an impersonal employer. Such an impression should be rightfully corrected; and this can be done greatly through a change of attitude and daily habits of government personnel. It is, therefore, highly desirable that effective and economical utilization of resources should become a moral imperative and second nature to government officials and employees.

In order, to effect such wise and economical management of resources, Heads of Departments, Bureaus and Offices are directed to form an Economy Committee in their respective offices to study and re-examine the procedure, operation and conduct of activities of said agency to determine in what ways economy measures may be instituted without impairment of efficiency of the services.

The Committee shall be composed of the five officials of the Department, Bureau or Office concerned, one as the Chairman, who shall be chosen by the corresponding Head of the Department or Office.

The Committee shall conduct its study and re-examination within a period of not more than three months from the date hereof and shall submit its report and recommendations within 30 days thereafter to the Head of the Department or Office concerned. Implementation of its recommendations shall be made only upon prior approval by the Department Head concerned. Each department shall, in turn, submit its consolidated report to this Office on action taken in pursuance of this Circular in the department proper and in the bureaus and offices under it.

The Committee shall be a continuing body and shall consider such other economy measures as it may deem necessary from time to time.

Strict and prompt compliance with this Circular is hereby enjoined.

Manila, June 21, 1963

By authority of the President:
(SGD.) **SALVADOR L. MARINO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 29

**URGING ATTENDANCE OF CERTAIN GOVERNMENT OFFICIALS IN THE SYMPOSIUM-FORUM ON
CULTURAL MINORITIES.**

The Senate Committee on National Minorities and the Commission on National Integration are jointly sponsoring a SYMPOSIUM-FORUM ON CULTURAL MINORITIES at the Little Theatre, Graduate School of Public Administration, Padre Faura Street, Manila, on Friday, July 12, 1963, at 8:30 o' clock A.M.

The principal speakers are: Hon. Manuel P. Manahan, Chairman of the Senate Committee on National Minorities; Reverend Father Frank Lynch, SJ, Director of the Institute on Philippine Culture, Ateneo de Manila University; Dr. Milton Barnett, Field Associate, Council on Economic and Cultural Affairs, Inc.; Prof. Vicente Encarnacion, Jr. of the Research Division of the U.P. Graduate School of Public Administration; and Hon. Gabriel Dunuan, Commissioner of National Integration.

In view of the importance of this Symposium-Forum which is designed to orient government agencies with the problems of our cultural minorities, all heads of departments, chiefs of bureaus and offices as well as government-owned or controlled corporations, are hereby urged to send at least five (5) ranking employees from their respective offices, preferably the chiefs of divisions, departments or other primary office units, to the Symposium-Forum. Their attendance shall be on official time.

Manila, July 3, 1963

By authority of the President:
(SGD.) **SALVADOR L. MARIÑO**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 30

URGING OFFICIALS AND EMPLOYEES TO PARTICIPATE IN WELCOMING THEIR MAJESTIES, THE
KING AND QUEEN OF THAILAND.

Their Majesties, King Bhumibol Adulyadej and Queen Sirikit of Thailand, are due to arrive at 5:00 p.m. at the Manila International Airport on July 9, 1963, on a state visit to the Philippines. In manifestation of our warm hospitality for the Royal Visitors, it is hereby urged that officials and employees of all Departments and the bureaus and offices under them, as well as government-owned or controlled corporations, participate in welcoming their Majesties by congregating and lining up on roads and streets through which the motorcade will pass from the Manila International Airport to Malacañang.

Secretary Abes of the Department of Labor may be contacted by the officials concerned regarding the particular places to which their respective groups may be assigned along the route of the motorcade.

Manila, July 8, 1963

By authority of the President:
(SGD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 31

DECLARING AS NULL AND VOID OR WITHOUT EFFECT CERTAIN UNSIGNED CIRCULARS,
INSTRUCTIONS OR DIRECTIVES PURPORTEDLY EMANATING FROM THE OFFICE OF THE
PRESIDENT.

It has come to the attention of this Office that certain unsigned and undated circulars, instructions or directives purportedly emanating from the Office of the President have been distributed to the various departments, bureaus and offices of the Government. We wish to inform all concerned that no such circulars, instructions or directives have been issued by the Office of the President, and that if the foregoing information is true, the same be considered null and void and totally disregarded.

Manila, July 9, 1963

(SGD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 32

PROHIBITING THE HANDCARRYING OF OFFICIAL COMMUNICATIONS BY UN-AUTHORIZED PARTIES ON PAIN OF DISMISSAL FROM THE SERVICE

1. The handcarrying of official records or correspondence by unauthorized parties within the units or division of this Office and from one department, bureau or office of the National Government to another is strictly prohibited because:

- a. it constitutes infidelity in the custody of official documents;
- b. abets the improper use of pressure and influence on the part of individuals or parties handcarrying such papers; and
- c. has been the cause for the loss of official communications.

2. Government officials or employees found guilty of violating the provisions of this memorandum circular will be severely dealt with, if not summarily dismissed.

3. Heads of departments, directors or chiefs of bureaus and offices including government-owned or controlled corporations are hereby directed to call the attention of their personnel to this circular.

Manila, July 11, 1963

By authority of the President:

(SGD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 33

**THE (SOP) STANDARD OPERATING PROCEDURE ON RELIEF AND REHABILITATION DURING
DISASTERS**

1. Whereas, Administrative Order No. 21, current series, created a Presidential Committee on Relief and Rehabilitation, for a more adequate and effective coordination of the activities of the different agencies in connection with relief operations during disasters caused by typhoons, floods, fires, earthquakes and other calamities as well as during emergencies other than those caused by natural calamities composed of the following:

The Executive Secretary.....Chairman
The Social Welfare Administrator.....Vice Chairman
The Secretary of National Defense.....Member
The Secretary of Health....."
The Secretary of Public Works and Communications....."
The Secretary of Commerce and Industry....."
The Secretary of Agriculture and Natural Resources....."
The Manager, Philippine National Red Cross....."

2. Whereas, an order to enable the government, to act immediately and effectively (almost automatic) in case of disasters and calamities and to maximize efficiency, the Committee has deemed it expedient to promulgate a standing operating procedure on relief and rehabilitation activities in the Philippines, as per Annex "A", with a table of organization as per Annex "B", delineating the flow of responsibility from the Presidential Committee on Relief and Rehabilitation down to the municipal level.

3. Wherefore, all Provincial Governors, City and Municipal Mayors are hereby directed to circularize immediately this Standing Operating Procedure within their respective jurisdictions and out the organization of their respective committees, in accordance with the said. SOP, designating the members thereof and submitting the complete list of the names of the members thereof to the Office of the National Coordinator.

4. The Chief, Office of Public Assistance, Social Welfare Administration, is hereby designated the National Coordinator for relief and rehabilitation services, with authority to designate all the members of his staff in accordance with the attached Standing Operating Procedure.

The National Coordinator shall be responsible directly to the Executive Secretary as Chairman of the Presidential Committee on Relief and Rehabilitation for effective implementation of the Standing Operating Procedure and close cooperation and coordination among the different implementing arms of the Presidential Committee on: Relief and Rehabilitation created hereunder.

Manila, July 22, 1963

By Authority of the President:

(SGD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Malacañang Records Office**

Office of the President of the Philippines. (1963). *[Memorandum Order Nos.: 1 - 53]*. Manila: Malacañang Records Office.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 34

**URGING ATTENDANCE OF GOVERNMENT OFFICIALS AND EMPLOYEES IN THE SIGNING OF THE
AGRICULTURAL LAND REFORM CODE BY THE PRESIDENT**

The Agricultural Land Reform Code will be signed into law by the President in a ceremony to be held on Thursday, August 8, 1963, at 4:00 P.M. at the Agrifina Circle, between the Department of Agriculture and Natural Resources and Department of Finance Buildings, Taft Avenue, Manila. In view of the significance of this historical event, all officials and employees of the Government, including government-owned or controlled corporations holding offices in Manila or its suburbs are hereby urged to attend and witness the aforementioned ceremony.

For this purpose, government officials and employees who are attending the ceremony may be excused from work in time to be at the ceremony site at 4:00 P.M. of August 8, 1963.

Manila, August 1, 1963

By authority of the President:
(SGD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 35
DESIGNATING THE PCAPE TO PLAN, DIRECT AND COORDINATE A WORK SIMPLIFICATION
PROGRAM IN GOVERNMENT AGENCIES.

To improve government service to the people, it is desirable that cumbersome procedures be simplified and unnecessary red tape removed in the various agencies of the government. This will ensure expediency in the handling and termination of pending business as well as fix responsibility among the various officials and personnel of the government for specific actions.

While it is the concern of every government administrator to continually improve the internal procedures of his office through work simplification, updating of antiquated internal rules and regulations, and other devices, there must be centralized planning, direction and coordination in order that the program may be undertaken on a government-wide basis systematically, promptly and completely. Accordingly, the Presidential Committee on Administration Performance Efficiency, which has been undertaking a program for the elimination of government red tape, is hereby designated to plan, direct and coordinate this program. The PCAPE shall apprise this Office by means of periodic reports of the progress of this project.

In this connection, all government agencies particularly those concerned with administrative management improvement, are directed to coordinate with and extend to the PCAPE such cooperation and assistance as may be needed for the successful implementation of this project.

Manila, August 2, 1963

By authority of the President:
(SGD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 36

AMENDING MEMORANDUM CIRCULAR NO. 26 DATED JUNE 14, 1963, INQUIRING GOVERNMENT OFFICIALS AND EMPLOYEES MAKING OFFICIAL TRIPS TO TRAVEL VIA PHILIPPINE AIR LINES (PAL) PLANES OR THROUGH PAL CONNECTIONS.

Memorandum Circular No, 26 dated June 14, 1963, requiring government officials and employees making official trips to travel via Philippine Air Lines (PAL) planes or through PAL connections is hereby amended so as to read as follows:

"The Philippine Air Lines, Inc., being the national flag carrier, it is but proper that it be patronized by the government.

"For this purpose, it is hereby directed that government officials and employees going on official travels by air, especially abroad, secure plane accommodations, whenever possible, on PAL planes. In cases of trips to foreign places not serviced by PAL planes, arrangements shall, nevertheless, be made with, the Philippine Airlines for accommodations via PAL connections with foreign airports, as long as such arrangements do not involve extra or additional expense over rates offered by other airline companies for direct or similar arrangements for the said foreign places.

"Official air travel not in accordance with the foregoing shall not be allowed except upon certification of non-availability of any such accommodations from the Philippine Air Lines, Inc., within the conditions specified in the preceding paragraph*

"Strict compliance with this Circular is hereby enjoined

Manila, August 7, 1963

By authority of the President:

(Sgd.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 37

**REQUIRING WEEKLY REPORTS ON ACTION TAKEN ON PETITIONS, COMPLAINTS AND REQUESTS
MADE BY CITIZENS ON COMMON MAN'S DAY.**

In supplement of Memorandum Circular No. 22 of this Office dated April 29, 1963, requiring- preferential attention to and prompt action on petitions, complaints and requests made by callers on the President during Common Man's Days, it is hereby "enjoined that all heads of departments and chiefs of bureaus and offices, as well as government-owned or controlled corporations, submit weekly reports on all matters referred to their respective agencies in connection with petitions, complaints and requests for assistance made by citizens on Common Man's Days. The report should contain the subject matter, name of person or party concerned, action taken by the department, bureau, office or agency concerned, and/or recommendation or suggestions on further actions or studies that may be necessary.

For uniformity, the reports should be accomplished in accordance with the attached sample form, to be submitted in duplicate to the Common Man's Day Staff, Office of the President, not later than Tuesday after every Common Man's Day.

Strict compliance with this Circular is- likewise enjoined.

Manila, August 12, 1963

By authority of the President:

(\$GD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 38
PRESCRIBING THE FORM OF ADDRESS OF OFFICIAL CORRESPONDENCE PREPARED IN ALL
GOVERNMENT OFFICES.

Correspondence prepared in all government offices addressed to members of the Cabinet and other officials of similar rank should bear the honorific title of "Honorable." The following are examples of this form:

The Honorable
The Secretary of Justice
Manila

or

The Honorable
The Social Welfare Administrator
Manila

Indorsements should be worded as follows: "Respectfully referred to the Honorable, the Secretary of Justice, Manila, etc." or "Respectfully transmitted to the Honorable, the Social Welfare Administrator, Manila."

All heads of departments and chiefs of bureaus and offices, including government-owned or controlled corporations, are hereby enjoined to invite the attention of their respective personnel to this circular for their information and guidance.

Manila, August 12, 1963

By authority of the President:
(SGD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 39

EXCUSING FROM OFFICE ALL GOVERNMENT OFFICIALS AND EMPLOYEES IN THE PROVINCES
AND CITIES STRICKEN BY TYPHOON "LUDING."

In order to enable government officials and employees in typhoon stricken areas to take the necessary usually prescribed precaution in so far as their personal and family interests are concerned, all such government officials and employees are hereby excused from office for the duration of the typhoon in their respective areas.

Manila, August 14, 1963

By authority of the President:
(SGD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 40
URGING ALL GOVERNMENT OFFICIALS RESPONSIBLE FOR PERSONNEL MANAGEMENT TO
ATTEND THE SIXTH NATIONAL CONFERENCE ON PUBLIC PERSONNEL ADMINISTRATION.

The Personnel Officers Association of the Philippines, Inc (POAP), with the technical assistance of the Civil Service Commission, will hold its Sixth National Conference on Public Personnel Administration on September 19-21, 1963, in the City of Manila, on the theme: "The Personnel Man and the Challenge of His Increased Responsibilities."

The effectivity of the Revised Civil Service Rules early this year, implementing Republic Act No. 2260, has given the personnel man a new stature of importance because of the emphasis placed on progressive policies in personnel management. More is demanded of him in the way of translating into reality the provisions of the law and rules on personnel management. This conference will provide round-table discussions on the following areas:

1. Getting top management to appreciate the staff role of the personnel man.
2. How to increase awareness of line supervisors to their personnel management responsibility.
3. Ranking positions for purposes of promotion.
4. Preparing an agency merit promotion plan.
5. Training supervisors to rate employee performance.
6. Handling employee complaints and grievances.
7. Setting up qualification indexes.
8. Operating a suggestions and incentive award system.
9. Maximizing benefit from CSC inspections and audit.
10. Putting the annual report to work for the personnel man.

In view of the importance of this conference, all heads of departments and chiefs of bureaus, offices, and government-owned or controlled corporations are hereby urged to send their personnel officers to attend this conference. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees in connection therewith shall be chargeable against the appropriation of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

Delegates should be required to submit to their respective agency heads a report of their attendance and participation in the conference.

Manila, August 20, 1963.

By authority of the President:
RUFINO G. HECHANOVA
Executive Secretary

Source: Presidential Museum and Library

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 41

AMENDING MEMORANDUM CIRCULAR NO. 40 DATED AUGUST 20, 1963, URGING ALL GOVERNMENT OFFICIALS RESPONSIBLE FOR PERSONNEL MANAGEMENT TO ATTEND THE SIXTH NATIONAL CONFERENCE ON PUBLIC PERSONNEL ADMINISTRATION.

Memorandum Circular No. 40 dated August 20 1963, urging all government officials responsible for personnel management to attend the Sixth National Conference on Public Personnel Administration is hereby amended in its penultimate paragraph so as to authorize the attendance therein not only of personnel officers, but also such other officials who, not being personnel officers, are directly responsible for personnel management.

Manila, August 27, 1963.

By authority of the President:
RUFINO G. HECHANOVA
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 42

REQUIRING THAT REQUEST FOR TRAVEL ABROAD MUST BE SUBMITTED TO THE OFFICE OF THE PRESIDENT AT LEAST TEN WORK DAYS BEFORE THE DEPARTURE OF THE PERSONS CONCERNED.

It has been observed that most requests for government personnel to travel abroad have been submitted to this Office for decision only a few days before the expected departure of the persons concerned.

In order to give sufficient time for this Office to act on travel papers and for the personnel travelling to prepare their needs for their respective trips, all requests for travel abroad must be submitted to this Office at least ten work days before the departure of the officials or employees concerned. Failure to submit said requests within the deadline indicated herein may be a ground for the disapproval of the request.

Manila, September 11, 1963

By authority of the President:

(\$GD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 43
REQUIRING THE SUBMISSION TO THE CENTRAL BANK OF THE PHILIPPINES OF THE LIST OF
SAVINGS AND LOAN ASSOCIATIONS.

In connection with the implementation of Republic Act No. 3779, otherwise known as the "Savings and Loan Association Act," which entrusts to the Monetary Board of the Central Bank of the Philippines the authority to supervise, regulate and and direct the operations of savings and loan associations, all heads of departments and chiefs of bureaus and offices including government-owned or controlled corporations are hereby enjoined to submit to the said Bank at the earliest time possible the list of savings and loan associations operating within their respective offices.

Manila, September 12, 1963

By authority of the President:
(SGD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 44

AMENDING PARAGRAPHS NUMBERED THREE AND NINE OF THE UNNUMBERED MEMORANDUM CIRCULAR OF THIS OFFICE DATED JULY 10, 1956, ESTABLISHING THE POLICY GOVERNING CLAIMS FOR BENEFITS UNDER SECTION 699 OF THE REVISED ADMINISTRATIVE CODE AS MENDED BY REPUBLIC ACT NO. 1232.

The first portion of paragraph No. 3 of the aforementioned Memorandum Circular of this Office dated July 10, 1956, is hereby amended to read as follows:.

"3. Subject to the approval of the proper Department Head, the determination of service connection of the causative sickness or injury shall in each case be made by the Committee on Physical Examination of the Department concerned. For this purpose, each Department shall establish a Committee on Physical Examination, composed of at least three members who may be drawn from the bureaus and offices under it, which shall be provided with adequate medical staff and facilities. The Committee shall consider the following:"

Accordingly, paragraph No. 9 of the same Memorandum Circular is hereby amended to read as follows:

"9. The Head of each Department shall advise the President from time to time upon the recommendation of the Committee on Physical Examination therein, regarding the implementation of this policy."

Manila, September 25, 1963

By authority of the President:
(SGD.) **RUFINO G. HECHANOVA**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 45
COMPUTATION OF VACATION AND SICK LEAVE OF RETIRING OR RESIGNING PERSONNEL

In order to facilitate the payment of the money value of vacation and sick leaves of retiring or resigning personnel, the practice of submitting to the Office of the President for approval recommendations for the commutation of such vacation and sick leaves of retiring or resigning personnel shall henceforth be stopped. Under existing laws and pursuant to Section 26, Civil Service Rule XVI, applications for commutation of vacation and/or sick leave in connection with separation through no fault of an officer or employee may be approved by the Department head concerned except for the purpose of those mentioned in Section 5 (2), Page 2287, General Provisions, of Republic Act No. 3845 in which the specific approval of the President shall be secured.

Paragraph 4 of the letter of this Office dated February 5, 1954, as amended by its Memorandum Circular No. 8 dated June 23, is hereby rescinded.

Manila, October 10, 1963

By authority of the President:
RUFINO G. HECHANOVA
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 46

To all Departments, Bureaus, Offices, Agencies and Instrumentalities of the Government, including the Provincial, City and Municipal Governments, and all Government-owned or Controlled Corporations.

Reports have been received of certain officers and employees who have filed certificates of candidacy in the coming elections for national and local elective offices but who nevertheless continue to hold their respective positions in the government offices, agencies and government-owned or controlled corporations.

In this connection, attention is invited to pertinent legal provisions. The Constitution (Art. XII, Sec. 2) and the Civil Service Act of 1959 (Sec. 29) forbid officers and employees in the civil service to engage, directly or indirectly, in partisan political activities or take part in any election except to vote. The Civil Service law embraces all branches of the government and expressly places government-owned or controlled corporations, without distinction as to whether they perform governmental or purely proprietary functions, under the civil service (Sec. 3). The Revised Election Code (Sec. 26) decree the automatic cessation in office of appointive officers and employees who are candidates. The purpose of these constitutional and statutory provisions is to prevent officials and employees from utilizing their offices to promote their candidacies for elective posts with the consequent prejudice to the public service.

Pursuant to the provisions of the Constitution laws above referred to, this Office laid down the policy in 1959, which has since been consistently adhered to and enforced, that upon the filing of a certificate of candidacy for a public elective office any officer or employee in any government office, agency or instrumentality, including government-owned or controlled corporations, is deemed to have automatically ceased in office. Included in the coverage of the policy are directors and other officers of government-owned or controlled corporations performing not only governmental functions but purely proprietary functions as well.

In view of the foregoing, it is hereby directed that any officer or employee in the government service, including those in government-owned or controlled corporations whether performing governmental or proprietary functions, shall be deemed as having automatically ceased in office from the time of the filing of their respective certificates of candidacy for public elective offices. Hence, their further continuance in their appointive offices is against the law and they should be required to stop holding office if they are still doing so.

Strict observance hereof is required.

Manila, October 14, 1963.

By authority of the President:
RUFINO G. HECHANOVA
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 47

**URGING ALL GOVERNMENT OFFICIALS CONCERNED WITH SUPPLY MANAGEMENT TO ATTEND
THE FIRST NATIONAL CONFERENCE OF GOVERNMENT SUPPLY OFFICERS AND PROPERTY
CUSTODIANS.**

The Government Supply Officers Association of the Philippines, Inc. (GSOAPI), with the assistance of the Department of General Services, the Civil Service Commission and the Management Service, Conference on December 5-7, 1963, at the GSIS Auditorium, Manila, on the theme: "The Supply Officer's Role in Efficient Public Administration."

The importance of supply management as a tool in the attainment of the objectives of government agencies cannot be over-emphasized; hence, this phase of the auxiliary service must be improved. This conference will help bring about this desired improvement. It will provide opportunity for the participants to thresh out problems that beset their respective agencies.

In view of the benefits to be derived from this conference, all heads of departments and chiefs of bureaus, offices, chartered cities, provincial and municipal governments, including government-owned or controlled corporations are hereby urged to send their Supply Officers and Property Custodians to this conference. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees relative thereto shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The delegates shall submit a report of their attendance and participation in the conference to their respective agency heads.

Manila, October 16, 1963

By authority of the President:
RUFINO G. HECHANOVA
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 48
REPORT OF ACCOMPLISHMENTS FOR FISCAL YEAR 1963 (JULY 1, 1962 TO JUNE 30, 1963) IN
CONNECTION WITH THE PREPARATION OF THE STATE OF THE NATION MESSAGE OF THE
PRESIDENT.

*To Heads of Departments, Offices and Government
Owned and/or Controlled Corporations:*

In order that the President may adequately be provided with reliable information and other vital materials necessary in the preparation of his Address on the State of the Nation to the Third Session of the Fifth Congress of the Republic of the Philippines in January 1964 all heads of departments, offices and government owned/or controlled corporations are hereby required to submit to the Office of the President not later than December 6, 1963, a comprehensive report of the important accomplishments of their respective departments and offices for Fiscal Year 1963 (July 1962 to June 30, 1963).

The report which shall be prepared in a form as simple and concise as possible must be properly indexed and accompanied with a brief summary and must also contain such recommendations and pro-posed legislative measures as each department or office may desire to submit for inclusion in the State of the Nation Message.

Early compliance with this circular is hereby enjoined.

Manila, November 21, 1963.

By authority of the President:
RUFINO G HECHANOVA
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 49
ANNOUNCING THE FILING OF SWORN STATEMENTS OF ASSETS AND LIABILITIES UNDER
REPUBLIC ACT NO. 3019 AND PRESCRIBING A REVISED FORM THEREFOR.

Under Section 7 of Republic Act No. 3019, otherwise known as the Anti-graft Law, every public officer is required to file with the office of the Department Head concerned his statement of assets and liabilities "within thirty days after the approval of this Act or after assuming office, and within the month of January of every other year thereafter, as well as upon the expiration of his term of office, or upon his resignation or separation from office." In the case of a Department Head or chief of an independent office, the statement shall be filed with the Office of the President. The last filing of such statements was in January, 1962, as published in Memorandum Circular No. 18 of this Office dated January 12, 1961.

For the proper guidance of all concerned, it is hereby informed that public officers who filed their statements in January, 1962, are scheduled to file their new Sworn Statements of Assets and Liabilities within the Month of January, 1964. Those who entered the service and assumed office sometime during the period since January 1, 1962, who are presumed to have filed their sworn statements of assets and liabilities within thirty days after assuming office, are also scheduled to file such statements in January, 1964. The statement shall cover the period from the day immediately following the date included in the previous statement, up to December 31, 1963.

For this purpose, there is hereby prescribed the attached "Sworn Statement of Financial Condition, Assets, Income and Liabilities" from, which shall be used in lieu of the form prescribed under Administrative Order No. 334 dated September 1, 1960. Sufficient number of copies of this form shall be prepared by all offices concerned for the use of their respective officials and employees.

All concerned are hereby reminded that failure to file the required statements within the prescribed period is punishable by a fine of not less than P100 nor more than P1,000, or by imprisonment not exceeding one year, or by both such fine and imprisonment, at the discretion of the Court, or by dismissal from the service in a proper administrative proceeding even if no criminal prosecution is instituted against the official or employee concerned, as provided in Section 9 (b) of the law.

Manila, December 5, 1963

By authority of the President:
SALVADOR L. MARIO
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 50
URGING ALL GOVERNMENT OFFICES CONCERNED WITH CIVIL ENGINEERING FUNCTIONS TO
ATTEND THE FIRST NATIONAL CONVENTION OF GOVERNMENT CIVIL ENGINEERS

The Association of Government Civil Engineers of the Philippines (AGCEP), with the assistance of the Department of Public Works and Communications and the Office of Economic Coordination, will hold its First National Convention of Government Civil Engineers in Manila on January 22-25 1965 on the theme: "The Government Civil Engineer and His Vital Task in Nation Building."

This convention will provide a medium for the free exchange of ideas among civil engineers in the government, bring about the dissemination of outstanding technological researches and advancements, and promote the highest standard of professionalism predicated on exemplary public service.

In view of the benefits to be derived from this convention, all heads of departments and chiefs of bureaus and offices including government-owned or controlled corporations, are hereby urged to send their civil engineers (not more than two in each office or agency) to this convention. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees relative thereto shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The delegates shall submit a report of their attendance and participation in the conference to their respective agency heads.

Manila, December 19, 1963.

By authority of the President:
SALVADOR L. MARÍÑO
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 51
REQUIRING THE SUBMISSION OF REPORTS BY RECIPIENTS OF GOVERNMENT SPONSORED
SCHOLARSHIPS, FELLOWSHIPS OR TRAINING GRANTS.

All recipients of government-sponsored scholarships, fellowships, or training grants are hereby required to submit, within fifteen days upon their return, a written report to the Colombo Plan Advisory Committee, furnishing the Department of Foreign Affairs and the National Economic Council with a copy each thereof. Those who have already finished their scholarships, fellowships, or training grants and have already returned to the Philippines shall submit their reports within fifteen days from the date of this circular.

The report should contain the following: (1) Description of the training program undertaken; (2) Views as to the contribution which the training program can make to the economic and social development of the Philippines; (3) Recommendations and suggestions which the candidates wish to make, together with their justifications. These should be divided into: (a) those which can be implemented immediately with present resources; and (b) those which require additional appropriation. Such recommendations and suggestions should be realistic, taking into consideration the resources available in the Philippines as well as cultural, climatic, and other differences. It is important that the trainees indicate the desired adaptations before given techniques learned and/or observed abroad can be introduced into the country; and (4) any general comment which the trainees may wish to make for the improvement of the training program as well as comments on general economic and social conditions observed abroad.

The report must be in narrative form and should not exceed 8,000 words outside of inclosures and appendices. It will be used to evaluate the effectiveness of the programs as a whole and the usefulness of each course offered.

Compliance with the provisions of this Circular is hereby enjoined.

Manila, December 19, 1963

By authority of the President:
SALVADOR L. MARÍÑO
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 52

FURTHER AMENDING PARAGRAPH NUMBERED THREE OF THE UNNUMBERED MEMORANDUM CIRCULAR OF THIS OFFICE DATED JULY 10, 1956, ESTABLISHING THE POLICY GOVERNING CLAIMS FOR BENEFITS UNDER SECTION 699 OF THE REVISED ADMINISTRATIVE CODE AS AMENDED BY REPUBLIC ACT NO. 1232.

The first portion of paragraph No. 3 of the aforementioned Memorandum Circular of this Office dated July 10, 1956, as amended by Memorandum Circular No. 44 of this Office dated September 25, 1963, is hereby further amended to read as follows:

“3. Subject to the approval of the proper Department Head, the determination of service connection of the causative sickness or injury shall in each case be made by the Committee on Physical Examination of the Department concerned. For this purpose, each Department shall establish a Committee on Physical Examination, composed of at least three members who may be drawn from the bureaus and offices under it, which shall be provided with adequate medical staff and facilities. However, pending the creation of this Committee in the Departments, the claims for benefits of employees in said offices shall continue to be referred, for evaluation, to the Committee on Physical Examination of the Department of Health. The Committee shall consider the following:”

Manila, December 19, 1963.

By authority of the President:
SALVADOR L. MARINO
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 53

URGING GOVERNMENT OFFICIALS WHOSE DUTIES RELATE TO MANAGEMENT TO ATTEND THE
PROGRAM COMMEMORATING THE PUBLIC ADMINISTRATION WEEK.

WHEREAS, the third week of February of every year has been designated by the President of the Philippines as Public Administration Week under Proclamation No. 82 dated February 13, 1963;

WHEREAS, the theme for this year's celebration dwells on the progress made by the Administration along administrative reforms in the government as an Instrument for accomplishing the goals of the Five-Year Socio-Economic Program:

WHEREAS, in order to make a fitting observance of this occasion, the Coordinating Committee for Public Administration Week has developed a program of activities to be held at the . GSIS Social Hall from February 17 to 22, 1964 which will require the active participation of representatives from the various agencies of the government, the civic, cultural, educational and professional groups;

WHEREFORE, all heads of departments and chiefs of bureaus and offices, including government-owned or controlled corporations, are hereby urged to send to the daily programs not more than five (5) of their ranking officials most closely concerned with the topic for the day. Their attendance shall be on official time.

Further information regarding this matter may be secured from the Office of the Secretariat, Council of Administrative Management, at the Management Service of the Budget Commission.

Manila, February 7, 1964

By authority of the President:

(SGD.) **JUAN S. CANCIO**

Acting Assistant Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

MEMORANDUM CIRCULAR NO. 54
ENJOINING GOVERNMENT OFFICIALS NOT TO MAKE PUBLIC ENDORSEMENT OF MOTION
PICTURES NOT YET PASSED BY THE BOARD OF CENSUS FOR MOTION PICTURES.

Whereas, it has come to the attention of this Office that some officials make public endorsement of motion pictures not yet passed by the Board of Censors for Motion Pictures;

Whereas, while these public endorsements do not necessarily influence the decision of the Board of Censors over a particular motion picture, it is felt that such endorsements should only be made after the picture has been approved by the Board;

Wherefore, all government officials are hereby enjoined not to make public endorsements of motion pictures not yet approved by the Board of Censors for Motion Pictures,

Manila, February 11, 1964.

By authority of the President:
(Sgd.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 55
URGING ATTENDANCE OF CERTAIN GOVERNMENT OFFICIALS IN THE 5TH NATIONAL
CONVENTION OF THE CONFEDERATION OF GOVERNMENT EMPLOYEES' ORGANIZATIONS
(COGEO).

The COGEO will hold its 5th national convention on March 7-9, 1964, at the GSIS Hall in the City of Manila on the theme: THE ROLE OF GOVERNMENT EMPLOYEES IN THE PRESIDENT'S FIVE-YEAR INTEGRATED SOCIO-ECONOMIC DEVELOPMENT PROGRAM.

The realization of the objectives of the President's Five-Year Integrated Socio-Economic Development Program will mean a better and richer life for all of us and the coming generations. It should, therefore, be the concern of every official and employee of the government to contribute his share in the attainment of said goals. This year's convention of the COGEO is fittingly geared to this program, and will provide opportunity to assess the role of government employees in the implementation thereof, and to discover avenues by which they may, singly or collectively, contribute substantially to the national effort towards bringing about the fulfillment of the President's objectives for our country's and people's welfare.

In view of the importance of this convention, all heads of departments and chiefs of bureaus and offices, including the local governments and the government-owned or controlled corporations, are hereby urged to send delegates to this conference on official time. The delegates, however, shall not exceed ten for each member-organization or agency.

The delegations shall submit to their respective agency heads a report of their attendance and participation in the conference.

Manila, February 12, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 56

**ENJOINING CONSULTATION WITH THE SECRETARY OF JUSTICE ON CONTEMPLATED ACTIONS
AND/OR DECISIONS ON IMPORTANT OR CONTROVERSIAL MATTERS.**

In order to insure cooperation in the study of the legal aspects or consequences of the actions and/or decisions in the Executive Branch, all departments, bureaus, offices, instrumentalities and other agencies including government-owned or controlled corporations, are hereby enjoined to consult with the Secretary of Justice on contemplated action and/or decisions on important or controversial matters, more particularly those involving legal questions which by their nature may eventually reach the courts.

It shall be the duty of each Department Head to screen and determine the matters pertaining to his department, and the bureaus, offices and agencies under it, that should be referred to the Secretary of Justice in accordance with this circular.

Letters of transmittal and other communications concerning consultation of this nature shall state succinctly the specific action or decision intended to be taken by the Department Head or Chief of bureau or agency, the legal basis or justification therefor, and a resume of the reasons which warrant the conclusion that the same would be upheld in the event of litigation.

Manila, March 3, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 57

URGING ATTENDANCE IN THE SEMINAR ON TAXATION TO BE CONDUCTED BY THE NATIONAL
MOVEMENT FOR FREE ELECTIONS (NAMFREL).

WHEREAS, the period from March 16 to 22, 1964 has been declared by the President of the Philippines as Tax Information Week under Proclamation No. 211 dated March 5, 1964;

WHEREAS, the national revenues necessary to the acceleration of the Government's development programs can be increased only by popular endorsement and support of tax measures by tax-conscious citizens;

WHEREAS, in order to arouse tax-consciousness in the citizenry, the NAMFREL is conducting a seminar on taxation from March 16 to 22, 1964;

WHEREFORE, all heads of departments and chiefs of bureaus and offices, chartered cities, provincial and municipal governments, including government-owned or controlled corporations, are hereby urged to send to the daily seminar on taxation not more than five of their ranking officials most closely concerned with the topic for the day. Their attendance shall be on official time.

Further information regarding this matter may be secured from the NAMFREL.

Manila, March 14, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 58

URGING ATTENDANCE IN THE SEMINAR ON TAXATION TO BE CONDUCTED BY THE NATIONAL MOVEMENT FOR FREE ELECTIONS (NAMFREL).

WHEREAS, the period from March 16 to 22 11 has been declared by the President of the Philippines as Tax Information Week under Proclamation No. 211 dated March 5, 1964;

WHEREAS, the national revenue necessary to the acceleration of the Government's development programs can be increased only by popular endorsement and support of tax measures by tax-conscious citizens ;

WHEREAS, in order to arouse tax-consciousness in the citizenry, the NAMFREL is conducting a seminar on taxation from March 16 to 22, 1964;

WHEREFORE, all heads of departments and chiefs of bureaus and offices, chartered cities, provincial and municipal governments, including government-owned or controlled corporations, are hereby urged to send to the daily seminar on taxation not more than five of their ranking officials most closely concerned with the topic for the day. Their attendance shall be on official time.

Further information regarding this matter may be secured from the NAMFREL.

Manila, March 14, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 59
REQUIRING STRICT COMPLIANCE WITH INSTRUCTIONS AND DIRECTIVES REGARD-ING COMMON
MAN'S DAY MATTERS.

WHEREAS, in Memorandum Circular No. 22 of this Office dated April 29, 1963, it is required that petitions, complaints and requests made by the citizens on Common Man's Day be given preferential attention and prompt action, for the reason that "a citizen who sees the President on Common Man's Day carries with him implicit faith that his problems will be given immediate attention and consideration";

WHEREAS, this Office continuously receives complaints and reports from callers of the President on Common Man's Day that their papers are not being given prompt and preferential attention, and in some cases it is alleged that the letters they present from this Office are even totally ignored, in the offices to which their cases have been referred for consideration and action;

WHEREAS, such apathetic attitude of the offices concerned undermines the faith of the citizens in the sincerity of the government's efforts to give effective assistance to them;

WHEREFORE, all heads of departments and chiefs of bureaus and offices, as well as government-owned or controlled corporations, are hereby directed to comply strictly with the injunction contained in the aforementioned Memorandum Circular No. 22 of this Office requiring preferential attention to and prompt action on petitions, complaints and requests made by the citizens on Common Man's Day, and to take administrative disciplinary action against any official or employee under them for violation of the said Memorandum Circular No. 22.

Manila, March 19, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 60
URGING ATTENDANCE IN THE EVALUATION AND PLANNING CONFERENCE TO BE CONDUCTED
BY THE BUREAU DIRECTORS ASSOCIATION, INC. (BUDIRAS).

The BUDIRAS is holding an evaluation and planning conference on April 9 12, 1964, in the City of Manila, in keeping with the Government's program which underscores the need for increasing its capacity to plan, coordinate, implement and evaluate its policies and projects.

All heads of departments are hereby urged to enjoin chiefs of bureaus and offices under them, including members of the BUDIRAS who are not bureau heads, to attend the said conference. Their expenses for transportation, subsistence and conference fees shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

Further information regarding this matter may be secured from Commissioner Martiniano P. Vivo, President, BUDIRAS, Inc., at the Bureau of Immigration, Manila, Telephone No. 3-67-45.

Manila, March 19, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 61
FIXING THE AFTERNOON OFFICE HOURS FROM APRIL 1 TO JUNE 15, 1964, PURSUANT TO
EXECUTIVE ORDER NO. 77 DATED MARCH 30, 1964

In connection with the penultimate paragraph of Executive Order No. 77, current series, enjoining heads of departments, bureaus, offices, agencies and instrumentalities of the Government, including provincial, city and municipal governments, excluding the City of Baguio, and all corporations owned or controlled by the Government, to require at least one-half of their personnel to be on duty in the afternoon, it is hereby provided that the said afternoon duty shall be from 1:30 to 4:30 p.m. It is understood that those who will render afternoon duty shall also observe the prescribed office hours, from 7:30 a.m. to 12:30 p.m.

It is also hereby provided that where the half-day session is observed in an office or agency and the exigencies of the service permitting, emergency and casual employees therein may be allowed to enjoy the said privilege without reduction in pay.

Where an office or agency decides not to adopt the half-day session, the full-time office hours shall nevertheless be from 7:30 a.m. to 12:30 p.m. and from 1:30 to 4:30 p.m.

Manila, March 30, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

MEMORANDUM CIRCULAR NO. 62

ENJOINING STRICT OBSERVANCE OF MEMORANDUM CIRCULARS PROHIBITING HIRING OF ANY
MEANS OF TRANSPORTATION BY HOUR OR DAY BASIS AT GOVERNMENT EXPENSE.

In order to carry out more effectively the provisions of Executive Order No. 72, current series, entitled, "Prescribing economy measures in the Operations of the National Government", particularly sub-paragraph 1 of the said Executive Order, strict observance of the provisions of Memorandum Circulars Nos. 24 and 6 dated December 29, 1958 and April 24, 1959, respectively, is hereby enjoined.

Beginning April 16, 1964, no exemption from the provisions of the aforementioned Memorandum Circulars will be entertained.

Manila, April 4, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 63

URGING ATTENDANCE IN THE CONVENTION OF THE DISTRICT AND CITY ENGINEERS LEAGUE OF THE PHILIPPINES.

The District and City Engineers League of the Philippines will hold its tenth annual convention in the City of Manila on May 4-8, 1964. This convention is designed to give the members of the League opportunity to thresh out their problems and find ways and means of solving them with a view to increasing their effectiveness in the performance of their duties.

All District Engineer and City Engineer offices, as well as the Department of Public Works and Communications, the Bureau of Public Works, the Bureau of Public Highways, and the National Irrigation Administration, are hereby authorized to participate in the said convention, provided not more than one delegate or observer is sent thereto from each office. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fee in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The delegates or observers shall submit to their respective agency heads a report of their attendance and participation in the convention.

Manila, April 14, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 64

AMENDING MEMORANDUM CIRCULAR NO. 63 DATED APRIL 14, 1964, URGING ATTENDANCE IN
THE CONVENTION OF THE DISTRICT AND CITY ENGINEERS LEAGUE OF THE PHILIPPINES.

The second paragraph of Memorandum Circular No. 63 of this Office dated April 14, 1964, is hereby amended to read as follows:

“All District Engineer and City Engineer offices, as well as the Department of Public Works and Communications, the Bureau of Public Works, the Bureau of Public Highways, the National Irrigation Administration, and the National Waterworks and Sewerage Authority, are hereby authorized to participate in the said convention, provided not more than two delegates or observers are sent thereto from each office or regional unit on official time and official expenses for transportation, subsistence, lodging and conference fees in connection therewith, chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.”

Manila, April 27, 1964.

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 65
ENJOINING PROPER DISPLAY OF THE
PHILIPPINE NATIONAL FLAG

1. It has been observed that the following provisions of Executive Order No. 321, series of 1950, have not been complied with:

“1. The National Flag shall be displayed in all public office buildings, official residences, public squares, and institutions of learning everyday throughout the year, and shall be raised at sunrise and lowered at sundown. It should be on the mast at the break of day, should remain flying throughout the day but shall not stay flying after the sun has actually set, except when specially prescribed. The flagstaff must be straight, slightly and gently tapering at the end.

“17. A National Flag worn out through wear and tear, should not be thrown on a garbage heap or used as rag. It should be reverently burned to avoid misuse or desecration thereof.”

2. Accordingly, all heads of government entities and institutions of learning shall cause the National Flag to be displayed every day including Sundays and holidays. In addition, they shall see to it that torn flags shall be replaced immediately with new ones.

3. Any official or employee who fails to perform his duties under this Circular shall be administratively dealt with.

Manila, May 7, 1964

By authority of the President:
CALIXTO O. ZALDIVAR
Acting Executive Secretary

Source: Presidential Museum and Library

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 66

**ENJOINING ALL GOVERNMENT OFFICES IN THE EXECUTIVE BRANCH OF THE GOVERNMENT TO
LAUNCH AN ANTI-SMUGGLING INFORMATION DRIVE.**

In line with the all-out effort of the Government to eradicate smuggling, all government officials and employees should actively participate in an information drive by apprising the general public of the evils of smuggling so that they, in turn, may cooperate in the anti-smuggling drive. It is, therefore, hereby enjoined that all departments, bureaus and offices, provincial, municipal and city government, including government owned or controlled corporations, launch in their respective agencies an anti-smuggling information drive.

Almost everybody is aware of the evils that smuggling has foisted upon the national scene today. The most commonly known of these is the loss of revenue to the government in the form of customs duties which the smugglers seek to evade. This, however, is the least evil of all, for there are others which cause far greater harm to the nation than this loss of revenues. The moral corruption that smuggling breeds among our people by exposing them to the lure and temptation of easy money-this is an evil easily recognized by many of us. The exposure of our youth to the cult of easy money through outright violations of the law represents one serious damage to our social values that will take generations to repair. But the most pervasive evil of all and also the least recognized is the adverse effect on our productive process on which depends the income, livelihood, and well-being of our people.

Each smuggled good reduces the market for similar goods produced at home. The decreased market for these locally produced goods would then lead to less production and income for our people from this industry. The decrease in income from this industry would in turn decrease the market for the goods of other home industries that depend on the ability of the people to buy their products. Thus, by decreasing employment and income derived from certain industries, smuggling actually reaches out and lays a strangle-hold on the rest of our economy, depriving our people of a better life and actually undermining the security of our nation.

Smuggling can not and must not be allowed to continue imposing these tragic burdens upon our people. And it can be stopped in spite of a considerable number of our people having succumbed to its evils, for the vast majority of them would do their share provided that they understand the need for individual action on their part. This they would do because they realize that freedom can be maintained only by the willingness of the people to do their share with the sincerity and devotion that the times demand.

While the more obvious way of suppressing smuggling is to cut the flow of smuggled goods into the hands of the consumers, the more lasting effect would be achieved by diminishing the desire and the preference of the consumers for these goods. For it is equally obvious that the less the demand, for smuggled goods, the less would be the price at which they may be sold and, therefore, the less would be the profit and the incentive for smuggling them into the country.

The long-range and more effective strategy against smuggling lies therefore in eroding away the demand for smuggled products. The consumer should be made to understand the real impact of his preference for them on the whole economy, how the performance of the economy affects his own employment, and why the manner in which he spends his income ultimately influences his own problem of making a living. And in so understanding the interrelatedness between his preferences and the economic problems affecting him, he would realize the need to change his pattern of preferences to help bring about the desired results. Changing one's ways would of course involve some sacrifices, but most men will not hesitate to undertake these sacrifices if only they are convinced that what they are asked to do is necessary and that others are doing the same to destroy the menace of smuggling.

It is for the reasons stated above that we are launching an information drive with the resources now available to our own government officials and employees. Through periodic conferences, seminars and informal meetings, we shall reach everyone in the government service. Then we shall extend this drive to the business sector, to the civic and religious groups and finally to the rest of our countrymen. For in the final analysis, all our countrymen as consumers

decide the pattern of our economic activity. Properly informed, they will do their part and extend their wholehearted cooperation in bringing prosperity at last to our country and people. It is therefore desired that this information drive be launched by your respective offices as soon as possible.

For your reference and guidance, Executive Order No. 7, series of 1962 (a copy is attached hereto) enjoining all officers and employees of the Executive Branch of the government to cooperate in the drive against smuggled products and to desist from buying, possessing or using them and appealing to the public for cooperation, is still in force.

Manila, May 19, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 67

URGING PARTICIPATION IN THE OPENING DAY PARADE COMMEMORATING TOURISM WEEK.

WHEREAS, the period from May 24 to 31, 1964, has been declared by the President of the Philippines as Tourism Week under Proclamation No. 239 dated May 6, 1964;

WHEREAS, Tourism Week is observed to arouse nation-wide interest in the tourist industry which contributes greatly to the economic development of the country;

WHEREAS, in order to make a fitting observance of this occasion, a program of activities for the week-long observation is being prepared jointly by the Board of Travel and Tourist Industry and the Philippine Tourist and Travel Association, one of the highlights of which is an opening day parade at the Luneta on May 24, 1964;

WHEREFORE, all heads of departments and chiefs of bureaus and offices, including government-owned or controlled corporations, are hereby urged to send each a contingent of appropriate size to gather in front of the Quirino Grandstand at the Luneta on May 24, 1964, at 3:00 P.M. to participate in the said opening day parade. The members of the contingents shall not incur undertime for their participation.

Further information regarding this matter may be secured from the Board of Travel and Tourist Industry, 7th Floor, Shurdut Building, Manila.

Manila, May 19, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 68

URGING CITY AND MUNICIPAL MAYORS OR VICE-MAYORS AND MUNICIPAL COUNCILORS OF CERTAIN CHARTERED CITIES AND MUNICIPALITIES TO ATTEND THE ORIENTATION COURSES, SEMINARS AND WORKSHOPS BEING CONDUCTED OR SCHEDULED TO BE CONDUCTED BY THE PRESIDENTIAL ASSISTANT ON COMMUNITY DEVELOPMENT IN DUMAGUETE CITY.

The Presidential Assistant on Community Development is conducting and has scheduled to conduct orientation courses, seminars and workshops throughout the Philippines which shall focus on Barrio Governments. The first orientation course or training will be held in Dumaguete City from May 18 to June 6, 1964 and the second will be from June 9 to June 30, 1964 in the same city. The main objective of these orientation courses or training is to assist local officials to formulate and implement more effectively local development programs. The municipal mayors or vice-mayors and councilors of certain municipalities in the provinces of Bohol, Cebu, Leyte, Leyte del Sur, Negros Oriental and Samar as well as the city mayors or vice-mayors of the cities of Cebu, Danao, Toledo, Dumaguete, Tacloban, Ormoc and Calbayog have been invited by the Presidential Assistant on Community Development to attend any of these scheduled orientation courses.

In view of the benefits to be derived from such orientation courses or training, city and municipal mayors or in their stead their respective vice-mayors as well as municipal councilors who have been invited by the PACD to participate are hereby urged to attend any of these orientation courses or training being conducted or scheduled to be conducted by the PACD in Dumaguete City. However, to forestall a situation wherein the municipal councils of the municipalities concerned may not be able to conduct their sessions for lack of quorum during the duration of the orientation courses or training, it is suggested that only a limited number of councilors from each municipality be sent to attend said orientation courses. Their attendance shall be on official time and their expenses for transportation in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements. During the duration of the training activity the PACD shall bear the expenses for board and lodging of the participants.

Manila, May 18, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 69

**URGING ATTENDANCE IN THE SECOND ANNUAL NATIONAL CONVENTION OF THE FEDERATION
OF FILIPINO MIDWIVES, INC.**

The National Federation of Filipino Midwives, Inc. will hold its Second National Convention on June 5, 1964, in the City of Manila on the theme "The Role of Midwives in the President's Five-Year Integrated Socio-Economic Development Program."

All City Health and Provincial Health Offices, as well as the Department of Health, are hereby authorized to participate in the said convention provided not more than two delegates (midwives) are sent thereto from each office or regional unit. Their attendance shall be on official time.

The delegates shall submit to their respective agency heads a report of their attendance and participation in the convention.

Manila, June 4, 1964.

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 70
REQUIRING THE COURSING OF MATTERS INVOLVING QUESTIONS OF POLICY THROUGH THE
OFFICE OF THE PRESIDENT.

For the information and guidance of all concerned there is quoted hereunder a letter of this Office dated June 3, 1964, which was sent to all the departments of the government:

“I have the honor to remind you that upon recommendation of the Cabinet at its meeting today, the President suggested that as a matter of practice, all bureau directors, commissioners, and heads of offices and agencies under the various executive departments should course matters involving questions of policy through the proper department head concerned to avoid the risk of premature publicity and public discussion of such matters and to forestall the possibility of placing the government in an embarrassing situation. Accordingly, the President requested that this matter be brought at once to the attention of all the agencies, bureaus and offices under your department.”

In line with the suggestion made above, all heads of bureaus and offices, under the Office of the President are hereby required to course matters involving questions of policy through this Office.

Strict compliance herewith is hereby enjoined.

Manila, June 23, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 71
EXCUSING FROM OFFICE ALL GOVERNMENT OFFICIALS AND EMPLOYEES IN THE PROVINCES
AND CITIES STRICKEN BY TYPHOON.

In view of the destruction wrought and floods caused by typhoon "Dading," which hit the Philip pines on June 30, 1964, all government officials and employees in offices located in the Southern and Central Luzon provinces, including Marinduque, Samar, Masbate, Romblon, Occidental and Oriental Mindoro and the Northern Luzon provinces of Nueva Vizcaya, Isabela, Mt. Province, Ilocos Sur and La Union, as well as in chartered cities within the said areas, are hereby excused from office on that date.

Manila, July 1, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 72

**ENJOINING STRICT OBSERVANCE OF THE CENTRAL BANK ACT IN NEGOTIATING FOR LOANS AND
UNDERTAKING OTHER CREDIT OPERATIONS ABROAD.**

The attention of this Office has been called to a number of cases in which political subdivisions and instrumentalities of the Government have negotiated for loans with foreign financial institutions without apprising the Secretary of Finance or securing the opinion of the Monetary Board. Section 128 of Republic Act No. 265, otherwise known as the Central Bank Act, insofar as pertinent, reads:

"SEC. 128. Financial advice on official credit operations. – Before undertaking any credit operation abroad, the Government, through the Secretary of Finance, shall request the opinion, in writing, of the Monetary Board on the monetary implications of the contemplated action. Such opinions must similarly be requested by all political subdivisions and instrumentalities of the Government before any credit operation is undertaken by them."

The above-mentioned provision requires the notation by the Secretary of Finance and an opinion of the Monetary Board before an office, political subdivision or instrumentality of the Government may undertake financial operations abroad. This procedure has to be followed to obviate any possible legal objection that may arise in the future.

All concerned are therefore directed to check through the Secretary of Finance with the Monetary Board on the feasibility of any foreign borrowing or credit operation abroad, as well as on the reliability of the specific offerors.

Please be guided accordingly.

Manila, July 2, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 73
SUBMISSION TO THE GENERAL AUDITING OFFICE OF INVENTORY OF GOODS AND PROPERTIES
ACQUIRED BY CONFISCATION, SEIZURE, FORFEITURE, ATTACHMENT, OR DONATION.

Quoted below, for strict compliance, is Memorandum Circular dated April 8, 1964, of the General Auditing Office on the above subject:

“This Office in its Memorandum Circular No. 152, dated March 21, 1952, requires that all government bureaus, offices and other instrumentalities should submit an inventory to the General Auditing Office of all properties acquired by them either through donation, forfeiture, attachment, or confiscation. It has been observed, however, that this standing requirement has never fully complied with.

“In order to provide better control over the properties mentioned above and to insure that they are properly accounted for, thus give support to the Anti-Smuggling of the President, this Office hereby reiterates its previous requirement that an inventory report for them shall be submitted. Starting with the month of April, 1964, all government agencies and instrumentalities concerned shall submit a monthly report to the Auditor General of all goods and properties acquired by them through donation, forfeiture, attachment or confiscation. The report shall contain among others the following information: (a) description of the goods or properties, (b) quantity, (c) estimated value, (d) date, place and mode of acquisition, and (e) location or where stored. New acquisitions and dispositions made during the month should also be indicated. The inventory report shall be submitted directly within ten days of the following month.

“If any item in the inventory report is to be disposed of, the Auditor General or his representative should always be notified in advance as to the date and manner of disposition. For the purpose of improving the accounting for confiscated or seized goods, all apprehending officers shall issue a receipt for each seizure or confiscation they make regardless of the articles or the amounts involved. The form of the report is shown in Attachment A hereof. The receipt will be accomplished in five (5) copies to be distributed as follows:

“Original—to the owner of articles seized. In the absence of the owner, the original should be left or posted in the premises where the articles were seized.

“Duplicate—to the head of the agency.

“Triplicate—to the Auditor General or his representative.

“Quadruplicate—to the receiving officer (in charge of storage).

“Quintuplicate—for file of the apprehending officer.

“The distribution of the copies shall be made within 24 hours after the seizure has been made.

“The full cooperation of all concerned is earnestly requested.”

Manila, June 15, 1964.

By authority of the President:
CALIXTO O. ZALDIVAR
Acting Executive Secretary

Reference: Receipt for confiscated or seized articles

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 74
URGING ATTENDANCE IN THE PROGRAM CELEBRATING THE CENTENNIAL BIRTHDAY
ANNIVERSARY OF APOLINARIO MABINI.

WHEREAS, the President of the Philippines has declared July 23, 1964, the centennial birthday anniversary of Apolinario Mabini, as a Special Public Holiday;

Whereas, in order to make a fitting observance of this occasion, the National Heroes Commission is holding a program on said date, one of the highlights of which is a civic parade in front of the Quirino Grandstand at the Luneta;

WHEREFORE, all heads of departments and chiefs of bureaus and offices, including government owned or controlled corporations, are hereby urged to ask the officials and employees under them to gather in front of the Quirino Grandstand at the Luneta on July 23, 1964, at 2:30 P. M. to attend the program.

Further information regarding this matter may be secured from the National Heroes Commission at the National Library Building, San Luis, Ermita, Manila.

Manila, July 20, 1964

By authority of the President:
CALIXTO O. ZALDIVAR
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 75

URGING ATTENDANCE IN THE SEMINAR ON TAXATION TO BE CONDUCTED BY THE NATIONAL MOVEMENT FOR FREE ELECTIONS (NAMFREL).

WHEREAS, the period from March 16 to 22 11 has been declared by the President of the Philippines as Tax Information Week under Proclamation No. 211 dated March 5, 1964;

WHEREAS, the national revenue necessary to the acceleration of the Government's development programs can be increased only by popular endorsement and support of tax measures by tax-conscious citizens ;

WHEREAS, in order to arouse tax-consciousness in the citizenry, the NAMFREL is conducting a seminar on taxation from March 16 to 22, 1964;

WHEREFORE, all heads of departments and chiefs of bureaus and offices, chartered cities, provincial and municipal governments, including government-owned or controlled corporations, are hereby urged to send to the daily seminar on taxation not more than five of their ranking officials most closely concerned with the topic for the day. Their attendance shall be on official time.

Further information regarding this matter may be secured from the NAMFREL.

Manila, March 14, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 76

**URGING ATTENDANCE IN THE FIRST NATIONAL CONVENTION OF GOVERNMENT CARTOGRAPHIC,
PHOTOGRAMMETRIC AND GEODETIC ENGINEERS AND SURVEYORS.**

The Board of Technical Surveys and Maps, with the assistance of 35 agencies of the government, is holding its First National Convention of Government Cartographic, Photogrammetric and Geodetic Engineers and Surveyors on July 26-31, 1964, in the City of Manila on the theme: "The Role of Surveying and Mapping in the Administration's Land Reform Program."

This convention will provide a medium for the free exchange of ideas among cartographic, photogrammetric and geodetic engineers and surveyors, afford opportunity to thresh out their problems and find ways and means to solve them with a view to increasing their effectiveness, and explore avenues by which they may contribute substantially towards the success of the government's effort on land reform.

Departments, bureaus and offices, including government-owned or controlled corporations, which have members in the Philippine Surveying and Mapping Institute, the Philippine Society of Photogrammetry, the Philippine Society of Geodetic Engineers, the Philippine Geodetic and Geophysical Institute, and the Land Surveyors Association of the Philippines, may send to this convention such number of their personnel as may not unduly hamper the normal functions of said offices. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees relative thereto shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The delegates shall submit a report of their attendance and participation in the conference to their respective agency heads. The Board of Technical Surveys and Maps shall render a report on this conference to the Civil Service Commission in line with the latter's leadership function in the field of career and employee development.

Manila, July 22, 1964

By authority of the President:

(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM ORDER NO. 77

PROVIDING FOR THE ADOPTION OF THE HALF-DAY SESSION PURSUANT TO EXECUTIVE ORDER
NO. 77 DATED MARCH 30, 1964

The short office hours during the summer season from April 1 to June 15, 1964, prescribed in Executive Order No. 77, current series, as supplemented by Memorandum Circular No. 61 dated March 30, 1964, is hereby adopted by this Office.

Chiefs of divisions and primary units are hereby required to submit not later than April 3, 1964, for approval, the rotation schedule for afternoon duty of from 1:30 to 4:30 p.m. of the personnel of their respective divisions or units.

Employees required to render service beyond the regular office hours with compensation adjustment pursuant to Memorandum Order No. 35, series of 1963, when scheduled to be off-duty from 1:30 to 4:30 p.m., shall render service for purposes of compensation adjustment from 4:30 to 8:00 p.m.

As regards buildings and ground maintenance personnel and laborers in the Buildings and Grounds Division, their enjoyment of the half-day session is hereby left to the discretion of the Chief of said Division.

Notwithstanding the duty schedules that may be approved, it is understood that the chief of division or primary unit may require any number of personnel in his division or unit to render afternoon duty and/or service beyond the scheduled office hours if and when the exigencies of the service so demand.

A copy of the afternoon duty schedule, as approved, shall be furnished the Administrative Division.

Nevertheless, whenever the President holds a Common Man's Day session, everybody shall be on full-time duty (from 7:30 a.m. to 12:30 p.m. and from 1:30 to 4:30 p.m.).

Manila, April 1, 1964

CALIXTO O. ZALDIVAR
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 78
PROMULGATING RULES GOVERNING SECURITY OF CLASSIFIED MATTER IN GOVERNMENT OFFICES.

The following regulations entitled “SECURITY OF CLASSIFIED MATTER IN GOVERNMENT DEPARTMENTS AND INSTRUMENTALITIES” for safeguarding official matters affecting the national security, to be enforced and observed in all departments, bureaus, offices and agencies of the government in all national, provincial, municipal and city levels, are hereby promulgated:

**SECURITY OF CLASSIFIED MATTER IN
GOVERNMENT DEPARTMENTS & INSTRUMENTALITIES**

Section I

GENERAL

1. Classification categories. –

a. Official matter which requires protection in the interest of national security shall be limited to four categories of classification which, in descending order of importance, shall carry one of the following designations:

- (1) TOP SECRET
- (2) SECRET
- (3) CONFIDENTIAL
- (4) RESTRICTED

b. The classifications mentioned in sub-paragraph a above shall not be attached to a matter which does not involve the national security or which does not relate to any one of those specifically enumerated in paragraphs 4, 11, 17, and 23, below.

2. Definition of terms. –

a. The term, “Department” is used to cover any Philippine Government Department, Service, or Instrumentality.

b. The term “matter” includes everything, regardless of its physical character, on, or in which information is recorded or embodied. Documents, equipment, projects, books, reports, articles, notes, letters, drawings, sketches, plans, photographs, recordings, machinery, models, apparatus, devices, and all other products or substances fall within the general term “matter”. Information which is transmitted orally is considered as “matter” for purposes of security.

c. The term “officer” includes any Government or Armed Forces official or officer permanently or temporarily employed in a Department as defined in a.

d. The term “document” covers any form of recorded information, including printed, written, drawn or painted matter, sound recordings, photographs, films, etc. “Documents” are included in “matter.”

e. The term “equipment” includes machinery, apparatus, devices, supplies, ammunition, etc.

f. "Security Clearance" is the certification by a responsible authority that the person described is cleared for access to classified matter at the appropriate level.

g. The term "need to know" is the principle whereby access to classified matter may only be given to those persons to whom it is necessary for the fulfillment of their duties. Persons are not to have access to classified matter solely by virtue of their status [document unclear]

h. The term "custodian" is an individual who has possession of or is otherwise charged with the responsibility for safeguarding and accounting of classified material.

i. "Certificate of Destruction" is the certification by a witnessing officer that the classified matter described therein has been disposed of, in his presence, by approved destruction methods (ANNEX A).

j. The term "physical security" is the safeguarding by physical means, such as guards, fire protection measures and other similar means, of information, personnel, property, utilities, facilities and installations against compromise, trespass, sabotage, pilferage, theft, espionage or any other dishonest or criminal act.

3. Security Officers. – A properly trained and cleared Security Officer shall be appointed in every Department of the Government which handles classified matter. He shall undergo training to be conducted by the National Intelligence Coordinating Agency or Armed Forces of the Philippines intelligence agencies. He shall be responsible to the Head of the Department for the implementation and enforcement of these regulations and the necessary action on breaches of security. Before appointment as a Security Officer, an officer must first be cleared by the Head of the Department for access to the highest classified matter the Department is authorized to handle. In providing this clearance, the Head of the Department may coordinate with the National Intelligence Coordinating Agency or the Department of National Defense.

Section II

TOP SECRET MATTER

4. Definition. – Information and material (matter) the unauthorized disclosure of which would cause exceptionally grave damage to the nation, politically, economically, or from a securing aspect. This category is reserved for the nation's closest secrets and is to be used with great reserve.

Examples:

a. Very important political documents dealing with such matters as negotiations for major alliances.

b. Major governmental projects such as drastic proposals to adjust the nation's economy (before official publication).

c. Matter relating to new and far reaching experimental, technical and scientific developments in methods of warfare or defense, e.g., vital matter relating to atomic warfare, defense against biological warfare, or matter affecting future operational strategy. A TOP SECRET grading is justified if:

(1) It is likely to influence military strategy materially;

(2) It gives us a prolonged military advantage over other nations;

(3) It is liable to compromise some other project similarly graded.

d. Critical information relating to vital strategic areas and the supply of vital strategic materials.

e. Information which would indicate the capabilities or major successes of our intelligence services or which would imperil secret sources.

f. Critical information about cryptography in so far as it relates to devices and equipment under development.

g. Certain compilations of data or items which individually may be classified SECRET or lower, but which collectively should be put in a higher grade.

5. Classification Authority. –

a. Original classification authority for assignment of TOP SECRET classification rests exclusively with the Head of the Department. This power may, however, be delegated to authorized officers in instances when the necessity for such arises.

b. Derivative classification authority for TOP SECRET classification may be granted those officers who are required to give comments or responses to a communication that necessitates TOP SECRET response.

6. Reproduction. –

a. TOP SECRET matter may be copied, extracted, or reproduced only when the classifying authority has authorized such action. Permission to reproduce shall not extend beyond a specified number of copies which are to be accorded the same treatment as the original. At the time of issuance of any TOP SECRET document, the classifying authority shall insure that each copy of the document contains a notation substantially as follows:

(1) “Reproduction of this document in whole or in part is prohibited except with the permission of the issuing office or higher authority;” or

(2) “Reproduction of paragraph (s) _____ of this document is prohibited except with the permission of the issuing office or higher authority; other paragraphs may be reproduced.”

b. The reproduction of TOP SECRET matter shall be carried out under the supervision of an authorized officer. All materials and waste incidental to the reproduction shall be accounted for and disposed of as prescribed in subparagraph 10a below:

7. Inventory. – The Head of the Department shall require physical inventory of all TOP SECRET matter in the custody of his Department at least once a year. Appropriate action on custodial deficiencies shall be made.

8. Transmission. –

a. TOP SECRET matter in the clear shall be transmitted by any of the following means:

(1) By direct contact of officers concerned.

(2) By the officially designated courier.

(3) By accompanied Department of Foreign Affairs diplomatic pouch.

b. TOP SECRET matter shall not be transmitted by mail, express or electrical means, unless in cryptographic form.

9. Storage. – TOP SECRET matter shall be stored –

a. In a safe, steel file cabinet or other steel container equipped with a built-in, three-position, dial-type combination lock which is of such weight, size and construction as to minimize possibility of physical theft or damage by fire or tampering.

b. In a secure room of vault which is approved for such use by the Head concerned and which assures protection comparable to sub-paragraph a above.

10. Destruction. – TOP SECRET matter, which becomes eligible for destruction in accordance with approved schedules, shall be destroyed as prescribed below:

a. Destruction shall be accomplished by burning or pulping by the custodian in the presence of a witnessing officer designated by the responsible Head. Witnessing personnel must have a TOP SECRET clearance.

b. A certificate of destruction shall be prepared and forwarded to the originating office.

Section III

SECRET MATTER

11. Definition. – Information and material (matter) the unauthorized disclosure of which would endanger national security, cause serious injury to the interest or prestige of the nation or of any governmental activity or would be of great advantage to a foreign nation.

Examples:

a. High level directives dealing with important negotiations (as distinct from major negotiations which would be in the TOP SECRET category) with other countries.

b. Proposals for new schemes of governmental or other controls, foreknowledge of which would seriously prejudice their operation.

c. Matter relating to certain new methods of warfare or defense, including scientific and technical developments, not classified as TOP SECRET, e.g., new designs of Service aircraft, guided projectiles, tanks, radar and anti-submarine devices. A SECRET grading is justified if:

(1) It materially influences a major aspect of military tactics;

(2) It involves a novel principle applicable to existing important projects;

(3) It is sufficiently revolutionary to result in a major advance in existing techniques or in the performance of existing secret weapons;

(4) It is liable to compromise some other projects already so graded.

d. Plans or details of schemes for the defense of areas other than vital strategic areas, including plans or particulars of operations connected with them.

e. Vital military information, including photographs, maps, etc., relating to important defenses, establishments, and installations.

f. Intelligence which is not in the TOP SECRET category but which would reveal a secret source, or the value of which depends upon concealing the fact that we possess it.

g. Cryptographic devices and equipment unless specifically assigned to a lower classification.

h. Certain compilations of data or items which individually may be classified CONFIDENTIAL or lower, but which collectively should be put in a higher grade.

12. Classification Authority. – Same as for TOP SECRET matter.

13. Reproduction. – Same as for TOP SECRET matter.

14. Transmission. – SECRET matter shall be transmitted as indicated below:

a. Between points within the Philippines:

(1) Direct contact of officers concerned.

(2) Electrical means in cryptographic form.

(3) Courier specifically authorized by the transmitting agency.

(4) Philippine registered mail.

b. Between points from within and outside the Philippines and vice-versa, and between points outside the Philippines:

(1) As authorized in sub-paragraphs 14a(1) through (3) above.

(2) Accompanied Department of Foreign Affairs diplomatic pouch.

15. Storage. – SECRET matter shall be stored in a manner authorized for TOP SECRET documents, or in metal file cabinets equipped with a steel lockbar and combination padlock of which the manufacturer's identification numbers have been obliterated. The file cabinets must be of such size, weight, construction or installation so as to minimize the chance of unauthorized physical removal or the possibility of persons gaining unauthorized access by transferring or manipulation or damage by fire.

16. Destruction. – Same as for TOP SECRET matter except that the witnessing officer need have SECRET clearance only and that no certificate of destruction need be prepared. Only records of destruction shall be maintained.

Section IV

CONFIDENTIAL MATTER

17. Definition. – Information and material (matter) the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interest or prestige of the nation or any government activity, or would cause administrative embarrassment or unwarranted injury to an individual or would be of advantage to a foreign nation.

Examples:

a. Plans of Government projects such as land development, hydro-electric schemes, road development, or development of areas.

b. Routine Service reports, e.g., on operations and exercises, which contain information of value but not of vital interest to a foreign power.

c. Routine Intelligence reports.

d. Technical matter not of major importance but which has a distinct military value or requires protection otherwise, e.g., new weapons calculated to influence minor tactics or service tests of war equipment of a standard pattern. A CONFIDENTIAL grading is justified if:

(1) It is more than a routine modification for logical improvement of existing materials and is sufficiently advanced to result in substantial improvement in the performance of existing CONFIDENTIAL weapons;

(2) It is sufficiently important potentially to make it desirable to postpone knowledge of its value reaching a foreign nation;

(3) It is liable to compromise some other project already so graded.

e. Certain personnel records and staff matters.

f. Certain compilations of data or items which individually may be classified RESTRICTED, or which may be unclassified, but the aggregation of which enhances their security value.

g. Matters, investigations and documents of a personal and disciplinary nature, the knowledge of which is desirable to safeguard for administrative reasons.

h. Identification of personnel being investigated for misconduct, anomaly or fraud prior to the filing of appropriate charges or completion of the findings of boards created for such purpose.

18. Classification Authority. – Any officer is authorized to assign CONFIDENTIAL classification to any matter in the performance of his duties.

19. Reproduction. – The copying, extracting from or reproduction of CONFIDENTIAL matter is authorized except when the originator or higher authority has specifically denied this authority.

20. Transmission. – Same as for SECRET matter.

21. Storage. – Same as for SECRET matter.

22. Destruction. – Same as for SECRET matter except that the presence of a witnessing officer and records of destruction are not required.

Section V

RESTRICTED MATTER

23. Definition. – Information and material (matter) which requires special protection other than that determined to be TOP SECRET, SECRET or CONFIDENTIAL.

Examples:

a. Departmental books of instruction and training and technical documents intended for official use only or not intended for release to the public.

- b. Routine information relating to the supply and procurement of military stores.
- c. Minor modifications and routine tests of equipment.
- d. Certain compilations of data or items which individually may be unclassified but which in the aggregate warrant a classification.

24. Authority to Classify, Reproduction, Dissemination, and Destruction. – Authority to classify shall be the same as for CONFIDENTIAL matter. Reproduction is authorized. Transmission shall be through the normal dissemination system. Destruction shall be the same as for that of CONFIDENTIAL matter.

Section VI

CLASSIFYING AND MARKING

25. General. – The originators of classified matter shall be responsible for its proper classification. Overclassification should be avoided because it prejudices the integrity of the classification system, depreciates the importance of correctly classified matter and creates unnecessary delay expense and administrative burden.

26. Rules for classification. –

- a. Documents shall be classified according to their content.
- b. The overall classification of a file of a group of physically connected documents shall be at least as high as that of the highest classified document therein. Pages, paragraphs, sections or components thereof may bear different classifications. Documents separated from the file or group shall be handled in accordance with their individual classifications.
- c. Transmittal documents or indorsements which do not contain classified information or which contain information classified lower than that of the preceding element or inclosure shall include a notation for automatic downgrading.
- d. Correspondence, indices, receipts, reports of possession, transfer or destruction, catalogs or accession lists shall not be classified if any reference to classified matter does not disclose classified information.
- e. Classified matter obtained from other Departments shall retain the same original classification.
- f. Classified matter furnished to the Philippine Government by a foreign government or international organization shall be assigned a classification which will assure a degree of protection equivalent to that required by the government or international organization which furnished the classified matter. In addition, any special handling instruction shall be complied with.

27. Classification marking. – Classified matter shall be marked as follows:

- a. Unbound documents. – The assigned classification for unbound documents, such as letters, memoranda, reports, telegrams and similar documents, the pages of which are not permanently and securely fastened together, shall be marked or stamped (not typed) conspicuously at the top and bottom of all pages which contain classified information. In marking, stamping, or printing the classification categories, the letters shall be larger than the normal lettering of the rest of the document. Front and back covers, and title pages, when used; first pages; and any routing instructions or other papers of any size which conceal or partially conceal the cover, the title or first page shall bear the marking of the overall classification of the document. Other pages, except pages of messages to be transmitted electrically, shall be marked according to the classification of their own content. A cover shall be marked on its outer surface.

b. Permanently bound documents. – A permanently bound document is defined as one from which the pages cannot be removed without damage or mutilation. The classification of permanently bound documents, such as books or pamphlets shall be conspicuously marked, stamped or printed in letters larger than the normal lettering of the rest of the cover or page, at the top and bottom, on the first and back pages, and on the outside of the back cover.

c. Paragraphs, chapters, or sections. – The classification of a paragraph, chapter or section, shall be indicated by including the initial of the appropriate classification in parenthesis at the end of such paragraph, chapter or section. Unclassified parts of classified documents will be marked “U”.

d. Reproduction. – All copies or reproduction of classified matter shall be marked in the same manner as the original.

e. Photographs, films, and recordings. –

(1) Photographs. – Negatives shall be marked with the appropriate classification markings and kept in containers bearing conspicuous classification markings. Roll negatives shall be marked at the beginning and end of each strip. Single negatives shall be marked with the appropriate classification. The top and bottom of each photographic print and the center of the reverse side shall be marked with the appropriate classification.

(2) Motion picture films. – Classified motion picture films shall be marked at the beginning and end of each roll and in the title of each film, and shall be kept in containers bearing conspicuous classification markings.

(3) Sound recordings. – Classified sound recordings shall be marked on readily observable portions with the appropriate markings, preferably at the beginning and at the end; when stored, the container shall display similar markings. When possible the classification shall be announced at the beginning and end of recordings.

f. Charts, maps, and drawings. – Classified charts, maps and drawings shall carry the classification marking under the legend, title block, or scale in such a manner that it can be reproduced on all copies made therefrom. Such classification shall also be prominently marked at the top and bottom in each instance and, if the document is rolled or folded, on the back in a clearly visible place.

g. Products or substances. – The assigned classification shall be conspicuously marked on classified products or substances and on their containers, if possible. If the article or container cannot be marked or if it is necessary to conceal the classified nature of the material, written notification of the classification shall be furnished the recipients of such products or substances.

h. Unclassified material. – Unclassified material should not be marked UNCLASSIFIED, unless it is essential to convey to a recipient of such material that it has been examined specifically with the view of imposing a classification and that it has been determined to be unclassified.

i. Material disseminated outside the Department. – When classified information is furnished to authorized persons outside the Department, the following notation, in addition to the assigned classification markings, shall be placed on the document, on the material, on its container, or, when as indicated, in sub-paragraph g above, marking is impracticable, on the written notification of its assigned classifications:

“This material contains information affecting the national security of the Philippines, the transmission or revelation of which in any manner to unauthorized persons is punishable under the Revised Penal Code and the Espionage Act (CA Nr. 616).”

28. Additional Markings. –

a. All pages of unbound TOP SECRET and SECRET documents shall be marked with the following: (COPY _____ OF _____ COPIES)
(PAGE _____ OF _____ PAGES)

b. All bound TOP SECRET and SECRET matter shall be marked on the front cover as follows: (COPY _____ OF _____ COPIES)

Section VII

CONTROL OF CLASSIFIED MATTER

29. Custody and accounting of classified matter. – Heads of Departments handling classified matter shall issue orders designating their respective custodians of classified matter. Custodians shall –

- a. Store all classified matter.
- b. Maintain a registry of classified matter showing all classified matter received and to whom transmitted.
- c. Maintain a current roster of persons authorized access to classified matter for each classification in the office.
- d. Insure physical security for classified matter.
- e. Conduct an inventory of all TOP SECRET matter as specified in paragraph 7.
- f. Upon his relief, account for all TOP SECRET and SECRET matter by inventory and transmit the same to his successor.

30. Unauthorized keeping of private records. – All government personnel are prohibited from keeping private records, diaries, or papers containing statements of facts or opinions, either official or personal, concerning matters which are related to or which affect national interest or security. Also prohibited are the collection of souvenirs or obtaining for personal use whatsoever any matter classified in the interest of national security.

31. Dissemination. – Dissemination of classified matter shall be restricted to properly cleared persons whose official duties require knowledge or possession thereof. Responsibility for the determination of “need-to-know” rests upon both each individual, who has possession, knowledge or command control of the information involved, and the recipient.

32. Discussion involving classified matter. –

a. Indiscreet discussions or conversation involving classified matter shall not be engaged in within the presence of or with unauthorized persons.

b. When a lecture, address or informal talk to a group includes classified matter, the speaker shall announce the classification at the beginning and end of the period.

c. All personnel leaving the Government Service shall be warned against unlawful disclosures of classified matter.

33. Disclosure to other Departments of classified information originating from another Department. – Classified matter originating from another Department shall not be disseminated to other Departments without the consent of the originating Department.

34. Release of classified matter outside a Department. –

a. General Policy. – No person in the Government shall convey orally, visually or by written communication any classified matter outside his own Department unless such disclosure has been processed and cleared by the Department Head or his authorized representative.

b. Release of classified matter to Congress. –

(1) Government personnel, when giving oral testimony before Congressional Committees involving classified matter, shall advise the committee of the classification thereof. Government personnel called upon to testify shall obtain necessary and prior instruction from his Department Head concerning disclosure.

(2) When Congressional members visit Government offices, Department Heads are authorized to release classified matter which is deemed an adequate response to an inquiry provided that it is required in the performance of official functions.

c. Disclosure to foreign governments or nationals. – Classified matter may be released to foreign governments or nationals of countries having defense obligations with the Philippines, in accordance with sub-paragraph 34a above. The release shall be made only after assurance by the requesting foreign agency or national that:

(1) Its use shall be solely for the purpose for which the classified matter is requested.

(2) It shall be treated or handled in accordance with the classification categories of the originating office.

(3) Handling shall be made by security-cleared personnel.

(4) Reproduction and dissemination shall not be made without the consent of the Department Head.

d. Disclosure of classified matter for publication. – Classified matter shall be released for public consumption only upon the consent of the Department Head or his authorized representative. However, in instances where there is a demand or need for releasing classified information, extreme care and caution must be exercised to analyze in detail the contents of the classified matter before release. Normally, all information are released through Public Information Officers. Public Information Officers should be assisted in the analysis of classified information by the Security Officer.

e. Disclosure through conferences and meetings. –

(1) Disclosure of classified matter in conferences and other gatherings which include personnel outside the Department shall be in accordance with sub-paragraph 34a above. In conducting conferences involving classified information, the following data should be requested from each participant:

(a) Name and designation or position of participant.

(b) Address of participant.

(c) Signature of participant.

(2) Physical security of the conference room should be assured. Sponsoring agencies shall observe, among other things, the following:

(a) Arrangements for admission of those persons authorized to attend. All individuals must produce positive identification.

(b) Arrangements for protection of classified matter handled during the meeting.

(c) Control of signal equipment, notes and memoranda.

(d) Provision of adequate guards.

35. Removal of classified matter from offices for official use. –

a. Classified matter shall not be removed from offices for the purpose of working on such matter at night or for other purposes involving personal convenience. When necessity requires such removal, Department Heads through the Security Officer shall insure that adequate controls are established as follows:

(1) An appropriate authority specifically designated by the Department Head shall authorize each removal only after insuring that adequate security for the material can be provided.

(2) Storage safeguards shall strictly observed.

b. Department Heads shall maintain a temporary record in whatever appropriate form of all classified matter removed from their facilities or installations to insure that they are accounted for.

36. Compromise or loss of classified matter. –

a. Any person who becomes aware of the disclosure, or the possibility of disclosure, of classified matter to any unauthorized person, or the loss of a classified document, shall immediately notify by the fastest means available the:

(1) Security Officer of the Department having primary interest (normally the originator), and the

(2) Department Head of the individual having custody.

b. The Department Head of the individual having custody shall cause an investigation to be made. This investigation will fix individual responsibility for the compromise or possible compromise of TOP SECRET and SECRET matter and, when it can not be established, will fix responsibility on the appropriate officer who allowed the existence of inadequate or insecure conditions, which led to the compromise or possible compromise. In every case the Head of the Department concerned shall take positive action to correct deficiencies and prevent recurrences, including appropriate disciplinary action and/or criminal prosecution against responsible individuals.

Section VIII

REGRADING AND DECLASSIFICATION

37. Responsibility for regrading. –

a. Each Department Head shall keep under continuing review all classified information in his custody, or of primary interest to him, and will initiate downgrading or declassifying action as soon as conditions warrant.

b. In obvious cases of overclassification or underclassification, higher authority may adjust the classification without referral to the originator, except to notify the originator of the change of classification. The originator will then take the action specified in paragraph 40.

38. Downgrading or declassification. –

a. Originators or letters of transmittal or other covering documents, classified solely or partially because of classified inclosures, shall place on such documents a notation substantially as follows:

“REGRADED UNCLASSIFIED (or appropriate classification) WHEN SEPARATED FROM CLASSIFIED INCLOSURES.”

b. For classification purposes, indorsements and numbered comments or routing slips will be handled as separate documents.

c. Holders of classified matter may downgrade or declassify them when circumstances do not warrant retention in the original classification, provided the consent of the appropriate classification authority has been obtained. The downgrading or declassification of extracts from or paraphrases of classified documents also require the consent of the appropriate classification authority. Material which has been classified by a friendly foreign nation or international organization or another Department of the Philippine Government will be downgraded or declassified only with the consent of the originator.

39. Regrading. – If the recipient of classified matter believes that it has been classified too highly, he may request the originator for its downgrading or declassification. If the recipient of unclassified material believes that it should be classified or if the recipient of classified material believes that its classification is not sufficiently protective, the recipient may request the originator to classify the material or upgrade it.

40. Notification of change of classification. –

a. The official taking action to declassify, downgrade or upgrade classified material shall notify all addresses to whom the material was originally transmitted. Officials providing additional distribution (other than initial) of classified material should notify all recipients to whom the additional distribution was furnished of the regrading action required.

b. When downgrading a document in part, the originating Department shall notify recipients as to the new classification of separate chapters, sections, paragraphs or other appropriate subdivisions.

41. Marking of regraded documents. –

a. Authority annotation. – Whenever classified matter is declassified, downgraded or upgraded, each copy of the material shall be marked or stamped on the front cover or on the first page, if the document has no cover, with a notice in the following manner:

(1) REGRADED _____ (enter new classification), BY AUTHORITY OF _____ (enter title or position of official authorized to make the change), BY _____ (enter name, grade and organization of the official making the change), ON _____ (enter the date on which the change was made).

b. Classification markings. – Regraded documents and material shall be re-stamped or re-marked (not type) as prescribed in paragraph 27 above and the old classification markings lined through. If the document is declassified, the classification markings on the outside of the front and back covers, title page and first and back pages of the text should be lined through. Prints of motion picture films shall show regrading or declassification action on leaders attached between the plain leader and first title frame.

c. Documents on file. – When classified documents on file can not immediately be regraded for obvious reasons, such as the inability to screen a large volume of files to locate the document, the Department Head concerned may establish a system in which individual documents are regraded when charged out of the file for use or screened for regrading purposes, whichever occurs first. In cases requiring upgrading, material shall be given storage safeguards required by the new classification.

Section IX

TRANSMISSION OF CLASSIFIED MATTER

42. Classified document receipts. –

- a. Transmission of TOP SECRET and SECRET documents shall be covered by a receipt system (ANNEX B). Transmission of CONFIDENTIAL documents may be covered by a receipt system when required by the sender.
- b. The receipt form will identify the addressor, addressees and the document, but should not contain classified information. It shall be signed by the recipient and returned to the sender. The name of the recipient shall be printed, stamped or typed on the form.

43. Cover Sheets. – Classified documents shall be covered with cover sheets as follows:

For TOP SECRET (ANNEX C)	– 8" x 13" white paper lined with ½" green border.
For SECRET (ANNEX D)	– 8" x 13" white paper lined with ½" red border.
For CONFIDENTIAL (ANNEX E)	– 8" x 13" white paper lined with ½" blue border.

Security classification and instructions are printed on the front page of the cover sheet. The back page is designed to show a record of transmission of the document it will cover.

- a. All classified documents (CONFIDENTIAL and up), from the moment they are initiated, shall be covered by appropriate cover sheets, which shall stay with such documents until both are authorized for destruction.
- b. When a TOP SECRET or SECRET document is reproduced, the reproduced copies shall be provided with new cover sheets and the "Record of Transmission" on the back page shall record only those personnel who handled each copy from the moment of its reproduction.
- c. Cover sheets prescribed by this Executive Order shall be used only for classified documents transmitted among the various Departments of the National Government.

44. Preparation of classified matter for transmission outside a Department. –

- a. Classified documents for transmission by Philippine registered mail or diplomatic pouch shall be prepared as follows:
- (1) The Documents shall be inclosed in two opaque envelopes or covers.
 - (2) A receipt shall be inclosed with the document as appropriate.
 - (3) The inner envelope or cover shall be addressed and sealed with sealing wax. The return address should likewise be written in the inner envelope.
 - (4) The classification on the front and back of the inner envelope shall be marked in such a way that the markings will be easily seen when the outer cover is removed. Special markings required shall be placed on the front of the inner envelope.
 - (5) The inner envelope shall be inclosed in the opaque outer envelope or cover. The classification marking of the inner envelope must not be detectable through the outer envelope.
 - (6) The outer envelope with the inner envelope will then be forwarded. Classification or other special markings shall not appear on the outer envelope.

b. Classified documents for transmission through specifically authorized couriers shall be prepared as follows:

- (1) The documents shall be inclosed in an opaque sealed envelope.
- (2) The document shall be covered by a receipt as appropriate.
- (3) The envelope shall be addressed and provided with a return address. No classification or other markings shall appear on the envelope.

45. Transmission within a Department. – Preparation of classified matter for transmission within a Department shall be governed by regulations issued by the Head of the Department.

Section X

SECURITY OF CONTAINERS

46. Unlocked containers. –

a. Any person finding a container of classified matter unlocked and unattended shall:

- (1) Report such fact immediately to the Head of the Department concerned, or to the Security Officer.
- (2) Notify the person responsible for the container and its contents.
- (3) Lock the container.

b. When notified that a container of classified matter has been found unlocked and unattended, the individual responsible for the container shall check the contents for visible indications of tampering.

c. Persons who find classified matter out of safes and unattended shall immediately report such fact to the Head of the Department or to the Security Officer.

47. Record of locking and unlocking containers. – Officers responsible for TOP SECRET and SECRET matters shall maintain a record of the time and date the container is locked and unlocked.

48. Changing, recording and disseminating container combinations. –

a. Combinations shall be changed at least once every six (6) months and at such other times as deemed appropriate, and at the earliest practicable time following:

- (1) The loss or possible compromise of the safe combination.
- (2) The discharge, suspension or reassignment of any person having knowledge of the combination.
- (3) The receipt of a container.

b. Identification numbers must be obliterated from combination padlocks prior to their use. Three-position dial-type combination padlocks, the combinations of which can be changed in the manner as those of locks built into safes, need not have the manufacturer's identification number obliterated.

49. Control of keys. – Keys shall be safeguarded as follows:

- a. All keys shall be recorded in a control register and checked periodically.
- b. All keys for containers of classified matter when not in use shall be placed in a locked box in the office under the care of a responsible officer.
- c. Duplicate keys should be placed in a sealed container and kept in a combination safe.
- d. The loss of a key must be reported to the Head of the Department or to the Security Officer.
- e. Department Heads shall institute additional measures to safeguard keys appropriate to their respective offices.

Section XI

MISCELLANEOUS

50. Special procedures for safeguarding certain documents from foreign nationals. –

- a. Classified information which should be withheld from foreign nationals shall be stamped or marked with a special handling notice as follows:

SPECIAL HANDLING REQUIRED. RELEASE TO FOREIGN NATIONALS NOT AUTHORIZED EXCEPT _____ (enter “None” or names of representatives of foreign nations specifically authorized to have access to the document) BY AUTHORITY OF _____ (enter title or position of official authorized to determine which foreign nationals may have access to the document) DATE _____ (enter date).

51. Classified matter in the possession of individuals on travel orders. –

- a. An individual on travel orders who is authorized to have in his possession classified matter shall safeguard such matter by one of the following methods:

(1) By contacting and availing of the storage facilities of the nearest respective field or branch office, or Armed Forces installation; or

(2) By keeping the matter under personal physical control at all times.

- b. Personnel on travel status shall not carry classified matter across international borders where the classified matter may be liable to scrutiny by customs inspectors or other unauthorized individuals. Such matter should be sent in advance by diplomatic pouch or diplomatic courier only.

52. Emergency destruction. –

- a. Plans. – Department Heads shall provide for emergency destruction or safe removal of all classified matter under their jurisdiction should civil disturbances, disaster or enemy action require such action.

b. Aboard airplane or ship. – If a craft carrying classified matter is forced down, stranded or shipwrecked on unfriendly territory or on neutral territory where capture appears imminent or, under any other circumstances where it appears unlikely that the classified matter can properly be protected, such matter shall be destroyed in any manner that will render recognition impossible, preferably by burning.

53. Security of typewriter ribbons. – Cotton, rayon, paper and silk typewriter ribbons are insecure until typed through at least twice. Insecure ribbons shall be appropriately safeguarded if used to type classified information. Nylon ribbons are secure at all times.

54. Classified waste. – Waste, such as preliminary drafts, notes, dictaphone- or other-type recordings, typewriter ribbons, carbon paper, stencils, stenographic notes, carbon plates, exposed film (developed or undeveloped) and similar items containing classified information shall be disposed of in a manner prescribed for similarly classified matter. Certificate of destruction is not required.

55. Supplementary security regulations. – Department Heads shall publish regulations to supplement this Executive Order to include measures appropriate to their respective Departments as indicated herein and to cover the following general subjects or circumstances.

- a. Movement control of organic personnel and visitors within their respective jurisdictions.
- b. Security arrangements in dealing with government contractors engaged in projects concerning classified matter.
- c. Security measures to safeguard classified information transmitted through electronic communication facilities.

Department Head shall seek the assistance of the Director, National Intelligence Coordinating Agency or of the Secretary of National Defense in preparing the above supplemental regulations.

56. Security Clearance. – The Head of the Department shall be responsible for the issuance of security clearances in his Department. In this regard he may coordinate directly with the National Intelligence Coordinating Agency or the Department of National Defense.

Section XII

ADMINISTRATIVE LIABILITY

57. Any violation of the provisions of these regulations shall be dealt with administratively by proper authorities. Said administrative proceeding shall be without prejudice to any criminal prosecution if the violation constitutes an offense under the provisions of the Revised Penal Code or any other penal law. The unauthorized publication of any classified information shall be deemed a violation of these regulations by the parties responsible therefor.

All executive orders, proclamations or circulars inconsistent herewith are hereby revoked.

Manila, August 14, 1964

By authority of the President:

(Sgd.) **CALIXTO O. SALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 79
URGING ATTENDANCE IN THE FIRST WORKSHOP SEMINAR ON RURAL DEVELOPMENT
BROADCASTING.

The Communications Coordinating Council, an organization of mass communications experts of the government, including the private sectors, will conduct its first workshop seminar on rural development broadcasting at the PACD Training Center in Los Baños, Laguna, from August 31 to September 4, 1964. Its principal objective is to improve the quality of agricultural and community development type programs currently aired by an estimated 90 radio stations in the country today.

The potential of a radio broadcasting plant as an educational tool is very great. It is an effective medium of mass communications that reaches even the remotest area of our sitios and barrios. Through it our countrymen can be guided on the advanced techniques and progressive methods of agriculture and farming which are basic if we are to attain a higher standard of living for the masses of our people.

All departments, bureaus and offices, including government owned or controlled corporations, which utilize radio facilities in the attainment of their objectives are hereby urged to send to this seminar such number of employees engaged in radio work as may not unduly hamper the normal function of said offices. Their attendance shall be on official time.

The participants shall submit a report to their respective agency heads of their attendance and participation in the seminar.

Manila, August 24, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 80

URGING ATTENDANCE IN THE WILOCI-SPONSORED SYMPOSIUM ON "CRIME, THE CRIMINAL AND THE LAW."

The U.P. Women Lawyers' Circle (WILOCI), an organization of law alumnae of the state university, will hold a symposium on "Crime, the Criminal and the Law" at 2:00 p.m. on September 18, 1964, at the GSIS Auditorium, in connection with the celebration of Law Day the day after.

The WILOCI is an organization which has dedicated itself to the task of, among other things, cooperating with the Administration in the solution of the problems of the country. It has particularly taken a militant stand against forces endangering peace and order, life, liberty, property and the general welfare of the citizenry. In pursuance of this avowed task, and alarmed at the upsurge of criminality and the wanton defiance by criminals to law, authority and the rights of the people, the WILOCI has decided, as a fitting observance of Law Day, to hold a symposium on the subject "Crime, the Criminal and the Law."

In view of the timeliness of this symposium, all heads of departments and chiefs of bureaus and offices, including government owned or controlled corporations, are hereby urged to send not more than five officials and employees from their respective offices to this forum. Their attendance therein will be on official time.

Manila, September 7, 1964

By authority of the President:

(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: Supreme Court Library

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 81
PROHIBITING NEWSPAPER PUBLICATION OF ADVERTISEMENTS, CONGRATULATORY MESSAGES
OR CLIPPINGS ON THE PRESIDENT'S BIRTHDAY ANNIVERSARY.

All heads of departments and chiefs of bureaus and offices, including government owned and controlled corporations, are hereby directed to refrain from publishing or causing to be published in the newspapers, magazines and other publications, advertisements, congratulatory messages, or clippings on the birthday anniversary of the President of the Philippines.

Please be guided accordingly.

Manila, September 9, 1964

By authority of the President:

(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

MEMORANDUM CIRCULAR NO. 82

URGING A NATIONWIDE SIMULTANEOUS LAUNCHING OF THE SECOND YEAR OF THE RICE AND CORN PRODUCTION CONTEST DECREED UNDER PROCLAMATION NO. 53 OF THIS OFFICE DATED SEPTEMBER 28, 1962.

Proclamation No. 53 of the President dated September 28 1962, decreed a four-year Rice and Corn Production Contest from July 1, 1962 to June 30, 1966, as a corollary to the rice and corn production program being executed by the Rice and Corn Production Coordinating Council. The contest is supervised by the National Rice and Corn Production Contest Committee composed of representatives of 17 government and private entities. The successful first year of the contest had its climax on August 28, 1964, when top producers of rice and corn were awarded cash prizes by the President and the First Lady.

Aside from proving that rice and corn yields of over 200 cavans to the hectare are easily attainable with the use of scientific methods of production, the contest is elicited public attention throughout the country. This inspiring advantage must be pursued with more vigor and dedication as a step toward the solution of the problems of under production in these staple food crops and low farm income among the millions of rice and corn dirt farmers.

In order to usher in the second year of the contest under more auspicious circumstances, the President will launch this year's contest at an opening ceremony to be held in Biñan, Laguna, on September 11, 1964, between nine and eleven o'clock in the morning.

The President desires that this launching ceremony be duplicated on a nationwide scale. I, therefore, urge all Provincial Governors, City and Municipal Mayors, Barrio Councils and other agencies of the Government, and civic organizations to lead their respective communities simultaneously with the launching to be led by the President. The ceremony may be symbolized by one or more of the different phases of rice and corn production which may be in progress in the community at the launching time.

For the information of all concerned, there are enclosed copies of the aforementioned Proclamation No. 53 and the guide on the launching of the 1964-1965 National Rice and Corn Production Contest to be led by the President on September 11, 1964.

Manila, September 10, 1964

By authority of the President:
(SGD.) **CALIXTO O. ZALDIVAR**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 83

URGING ATTENDANCE IN THE SYMPOSIUM AT THE GSIS AUDITORIUM ON FRIDAY, SEPTEMBER 18, 1964, IN CONNECTION WITH THE CELEBRATION OF THE CIVIL SERVICE WEEK.

In connection with the celebration of the Civil Service Week, a symposium will be held at the GSIS Auditorium on Friday, September 18, 1964, from 9:00 a.m. to 12:00 noon. The symposium has for its topic the celebration theme: "Good Government Through a Strong Civil Service." The forum speakers are Commissioner Abelardo Subido of the Civil Service, Director Carlos Ramos of the U.P. Graduate School of Public Administration, Minister Richard E. Usher, Political Councillor of the U. S. Embassy, and Dean Conrado Benitez of the Philippine Women's University.

As the crux and rallying point of the celebration, the symposium will not only focus attention on the need for a strong civil service but will also provide the medium for the general public and the rank and file of government personnel to learn of the existing policies of the Administration for good government.

All heads of departments and chiefs of bureaus and offices, including local governments and government-owned and controlled corporations, are therefore hereby urged to send about twenty of their employees most concerned with personnel administration to attend the said symposium. Their attendance therein will be on official time.

Manila, September 15, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 84

URGING ATTENDANCE IN THE SYMPOSIUM ON MINERAL RESOURCES DEVELOPMENT AND MINE SAFETY.

The Bureau of Mines, with the cooperation of the Mining Industry, is holding its first symposium at the National Science Development Board Pavilion, Manila, on November 23-25, 1964, on the theme "For Economic Progress - A Symposium on Mine Safety and Mineral Resources Development."

This symposium is designed to review and gather technical information on mining technology, mineral dressing and other related activities for dissemination to all sectors, of the mineral industries as well as to the general public. It is also intended to find ways and means of conserving the mineral wealth and manpower of the country, through the judicious utilization and adoption of safety practices in the mines.

The following offices: (1) Department of Agriculture and Natural Resources, (2) Department of Public Works and Communications, (3) Department of Labor, (4) Bureau of Mines, (5) Bureau of Lands, (6) Bureau of Forestry, (7) Bureau of Plant Industry, (8) National Power Corporation, (9) Cebu Portland Cement Company, (10) Manila Gas Corporation, (11) Bureau of Coast and Geodetic Survey, (12) Board of Technical Surveys and Maps, (13) Bureau of Public Works and other offices whose duties relate to the subject of the symposium are hereby urged to send to this symposium not more than five of their personnel, except the Bureau of Mines which may send such number of its officials and employees as may be necessary. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and symposium fees shall be charged against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements. It is understood that the expenses, of those from the private sector shall be borne by them personally or by the establishments they represent.

The delegates from the government sector shall submit to their respective agency heads within one month after the symposium a report on their attendance and participation in the conference. The Bureau of Mines shall also render a report on this symposium to the Secretary of Agriculture and Natural Resources and the Secretary of Labor in line with their policy of conserving the country's mineral resources and manpower skilled in mining.

Manila, September 13, 1964

By authority of the President:

(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR 85

**URGING ATTENDANCE IN THE NATIONAL ARCHITECTURAL-ENGINEERING EDUCATION
SEMINAR**

The Association of Philippine Government Architects (APGA) and the National Science Development Board, with the assistance of the Department of Public Works and Communications, the Council of Filipino Architects and the UNESCO National Commission of the Philippines, will hold a seminar at the NSDB Pavilion in Manila on October 20-23, 1964, on the theme: "The Search and Creation of Distinct Type of Filipino Architecture and to Present Our Quality Building Products-to Promote the Country's Economy."

This seminar will include technical sessions on the following areas: (1) Culture and Economics of the Philippines; (2) Climatic Conditions of the Philippines; (3) Physiological Effect of Heat; (4) Factors Affecting Tropical Build in Planning; (5) Housing Development and Financing; (6) Urban Planning for Growing Areas and Conservation of Our Natural Resources; and (7) Latest Structural Engineering Techniques.

Departments, bureaus and offices, including government-owned or controlled corporations, are hereby urged to send not more than two of their architects and civil engineers to this seminar. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and seminar fees relative thereto shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The delegates shall submit a report to their respective agency heads on their attendance and participation in the seminar.

Manila, September 22, 1964

By authority of the President:

(SGD.) **JUAN S. CANCIO**

Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO 86

DIRECTING THE OBSERVANCE OF COURTESY WEEK FROM OCTOBER 11 to 17, 1964

Under Proclamation No. 155 dated September 2, 1963, the second week of October of each year has been declared as "Courtesy Week." This year, the week falls on October 11-17.

Courtesy is a highly desirable trait.

In order to make all employees courtesy-conscious and to put emphasis on the importance of courtesy in our everyday life, whether in or out of office, it is hereby directed that all departments, bureaus and offices, including provincial, city and municipal governments, as well as government-owned or controlled corporations, hold fitting ceremonies in observance of Courtesy Week.

It is also requested that streamers be displayed at the facade or any other conspicuous place in government offices to give emphasis to the celebration. For uniformity, the streamer should be worded thus: "ALWAYS BE COURTEOUS." or "LET US BE COURTESY CONSCIOUS."

The Secretary of Education is particularly requested to enjoin all public and private school authorities throughout the country to observe the week in their respective jurisdictions by holding special programs or by inserting in the courtesy week curriculum special studies, lectures, discussions, or the like.

The Civil Service Commission will distribute appropriate posters, stickers, and other materials emphasizing the importance of courtesy.

Manila, September 30, 1964

By authority of the President:

(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO 87

URGING CITY MAYORS, VICE-MAYORS AND COUNCILORS OF CERTAIN CHARTERED CITIES AND MUNICIPALITIES TO ATTEND THE ORIENTATION COURSES TO BE CONDUCTED BY THE PRESIDENTIAL ASSISTANT ON COMMUNITY DEVELOPMENT IN DUMAGUETE CITY.

To promote a more effective implementation of the President's Community Development Program, the Presidential Assistant on Community Development has programmed a series of orientation training courses for municipal and city mayors, vice-mayors and councilors and other officials and employees who are members of existing municipal community development councils in the Fourth Community Development Area (comprising of the provinces of Negros Oriental, Samar, Cebu, Bohol, Leyte and Southern Leyte and the cities of Cebu, Danao, Toledo, Tacloban, Ormoc, Calbayog and Dumaguete). The orientation courses are scheduled to begin in October, 1964, at the Siliman University, Dumaguete City, and will last for two weeks per school.

In view of the benefits to be derived from such orientation courses, city and municipal mayors, vice-mayors and councilors who have been invited by the PACD to participate are hereby urged to attend any of these orientation training courses to be conducted or scheduled by the PACD in Dumaguete City. However, for reasons of economy and to forestall a situation wherein the municipal or city councils or municipal boards concerned may not be able to conduct their sessions for lack of quorum during the duration of the orientation courses, it is suggested that only a limited number of councilors from each municipality or city be sent at any one time to attend any of the several orientation courses, which may be scheduled by the PACD. Their travelling and other expenses in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements,

Manila, October 7, 1964

By authority of the President:

(SGD.) **SALVADOR L. MARINO**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO 88

AMENDING MEMORANDUM CIRCULAR NO. 85 DATED SEPTEMBER 22, 1964, URGING
ATTENDANCE IN THE NATIONAL ARCHITECTURAL ENGINEERING EDUCATION SEMINAR.

Memorandum Circular No. 85 dated September 22, 1964, urging attendance in the National Architectural-Engineering Education Seminar to be held in the NSDB Pavilion in Manila on October 20-23, 1964, is hereby amended in its penultimate paragraph so as to authorize also the attendance therein not only of two architects and civil engineers from each of the agencies of the government but also the members of the executive and different working committees of the seminar.

Manila, October 14, 1964

By authority of the President:

(SGD.) **JUAN S. CANCIO**

Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO 89

**URGING ATTENDANCE IN THE 17TH PGEA ANNUAL CONVENTION AND SYMPOSIUM ON THE
MAINTENANCE OF A COURTEOUS, HONEST AND EFFICIENT PUBLIC SERVICE.**

The Philippine Government Employees' Association (PGEA) will hold its 17th Annual Convention and Symposium on the maintenance of a courteous, honest and efficient public service in the City of Manila on December 9-11, 1964.

The strengthening of the public service through the institution of administrative reforms can be effectively carried out through the cooperation of a conscious and dedicated body of public servants. This convention is holding a symposium which will discuss measures calculated to bring about the attainment of the objective of the Administration to promote an honest and dedicated public administration.

Departments, bureaus, and offices, chartered cities, provincial and municipal governments, including government-owned or controlled corporations, which have PGEA Chapters are hereby authorized to send not more than five members from each Chapter to the convention. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and convention fees in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements. Each PGEA Chapter may send delegates in excess of five but the attendance of those in excess of five shall be on official time only.

Delegates shall submit to their respective agency heads a report of their attendance and participation in the convention.

Manila, October 19, 1964

By authority of the President:

(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: Presidential Museum and Library

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 90
REQUIRING WITH STRICT COMPLIANCE THE PROVISIONS OF EXECUTIVE ORDER No. 67.

Executive Order No. 67 “Creating the Office of Presidential Assistant on Housing”, which took effect on February 5, 1964, provides as follows:

“In order to achieve greater efficiency and better coordination in the implementation of the nationwide housing program now being undertaken by different agencies of the Government concerned with housing and to provide a single and effective machinery therefor I, Diosdado Macapagal, President of the Philippines, by virtue of the powers vested in me by law, do hereby create in the Office of the President the Office of the Presidential Assistance on Housing.

“1. The Office shall be directly under and responsible to the President of the Philippines and shall be headed by an Official to be designated or appointed by the President, who shall be known as the Presidential Assistant of Housing. The latter shall act for in behalf of the President in all matters pertaining to housing.

“2. The Office shall have the following specific functions and responsibilities:

(a) It shall study, formulate and implement the nationwide housing program of the President in chartered cities, municipalities, municipal districts and barrios.

(b) It shall analyze, coordinate and integrate the plans, projects, programs and studies of the various government offices, agencies and instrumentalities engaged in housing development particularly the government-owned and controlled corporations, such as the People’s Homesite and Housing Corporation, the Government Service Insurance System, the Social Security System, the Home Financing Corporation and the Development Bank of the Philippines, which are called upon to coordinate to the fullest extent with the Presidential Assistant on Housing and to make available to the latter such personnel, materials and other resources as are necessary to ensure the successful implementation of the President’s National Housing Program.

(c) It shall formulate uniform housing standards to govern mass housing construction financed through government loans.

(d) It shall recommend to the President such legislation as are necessary to implement effectively the nationwide housing program.

(e) It shall receive, handle and disburse any and all funds that may be allocated either by Presidential order or by act of Congress for the purpose of carrying out the objectives of this executive order.

(f) It shall perform such other functions as the President may assign to it.

“3. The Presidential Assistant on Housing is hereby authorized to execute for and behalf of the Republic of the Philippines deeds of conveyance or lease contracts in carrying out the functions of his office.

“4. The Presidential Assistant on Housing is also authorized to issue such directives, rules and regulations as he may deem necessary to carry out the purpose of this executive order. He is empowered to organize a staff personnel to assist him in the discharge of his duties and functions. He may also secure the services on detail basis of officers and employees of any department, office, agency or instrumentality of the Government whose assistance may be needed by him in accomplishing the purposes of his office.”

In order to effect the aim of the aforequoted provisions of Executive Order No. 67, all heads of departments and chiefs of bureaus and offices, including government-owned or controlled corporations, are hereby directed to submit to the Presidential Assistant on Housing for consideration all plans, projects, programs, studies, and applications for government loans concerned with mass housing.

Manila, November 11, 1964

By authority of the President:
SALVADOR L. MARÍÑO
Secretary of Justice concurrently
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 91

**AUTHORIZING THE ATTENDANCE OF ALL GOVERNMENT PUBLIC RELATIONS OFFICERS IN THE
SEMINAR ON ADVANCED PUBLIC RELATIONS ON DECEMBER 1-5, 1964.**

The period from November 29 to December 5, 1964, was declared by the President as Public Relations Week in his Proclamation No. 326 issued on November 24, 1964.

The National Association of Government Public Relations Officers of the Philippines, Inc. (NAGPROP), under whose auspices the Week's celebration has been placed by the said Proclamation, will sponsor on December 1-5, 1964, at the Erlanger and Galingher Auditorium, United Nations Avenue, Manila, a seminar on advanced public relations wherein persons well known in the field of public relations have been invited to speak on its various aspects.

In view of the importance of the seminar to the Administration's campaign to foster the practice of good public relations and courtesy in public offices, all heads of the various departments, bureaus, offices, agencies and instrumentalities of the Government, including government-owned or controlled corporations, are hereby authorized to send their respective public relations officers as delegates to the said seminar on official business. The delegates' expenses for transportation, subsistence, lodging and seminar fees during the period of actual attendance shall be chargeable against the appropriations of their respective agencies, subject to the availability of funds and the usual accounting and auditing requirements.

The delegates shall submit to their respective agency heads a report on their attendance in the said seminar.

Manila, November 27, 1964

By authority of the President:

(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1964). [*Memorandum Circular Nos.: 2 - 153*]. Manila: Supreme Court Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 92

**URGING ATTENDANCE IN THE 6TH ANNUAL NATIONAL CONFERENCE OF THE GOVERNMENT
TRAINING OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.**

The Government Training Officers Association of the Philippines, Inc. (GTOAP) will hold its 6th annual national conference on December 15-17, 1964, at the Far Eastern University Auditorium in Manila, on the theme: **MANPOWER DEVELOPMENT IN A GROWING ECONOMY.**

The theme of the GTOAP'S conference this year is in keeping with, and responsive to, the present needs of public service. Moreover, this conference falls within the realm of career and employee development which, under Section 25 of Republic Act No. 2260/otherwise known as the Civil Service Act of 1959, shall be the primary and continuing concern of the Government.

All heads of departments, bureaus, offices, chartered cities, and provincial and municipal governments, including government-owned or controlled corporations, are hereby authorized to send their training officers and administrative officers to attend this conference. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The delegates shall submit to their respective agency heads a report on their attendance and participation in the conference.

Manila, November 27, 1964

By authority of the President:

(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

MEMORANDUM CIRCULAR NO. 93
URGING THE ATTENDANCE OF MUNICIPAL MAYORS IN SEMINARS, WORKSHOPS AND
ORIENTATION COURSES TO BE CONDUCTED BY THE PACD.

The Presidential Assistant on Community Development will conduct a series of seminars, workshops and orientation courses for mayors of municipalities within the II Community Development Area (comprising the provinces of Bataan, Batangas, Bulacan, Cavite, Laguna, Marinduque, Occidental Mindoro, Oriental Mindoro, Palawan, Pampanga, Quezon, Rizal and Romblon) beginning in January, 1965, at the Community Development Center, College, Laguna. Each of these training courses will be for a period of one week.

In view of the benefits expected to be derived therefrom, it being designed to further promote the effective implementation of the Administration's community development program, municipal mayors within the II CD Area who have been invited by the PACD are hereby urged to participate in these series of activities. Their attendance on official time is hereby authorized and traveling and other expenses to be incurred by them in connection there with shall be chargeable against the appropriations of their respective municipal government, subject to the availability of funds and the usual accounting and auditing requirements.

Manila, December 9, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 94
URGING ALL GOVERNMENT OFFICIALS AND EMPLOYEES TO VISIT THE PHILIPPINE PROGRESS
EXPOSITION.

The Philippine Progress Expedition depicting the strides our country has made in science, culture, health, industry, agriculture, and other fields of human endeavor is now open to the public at the ground floor of the National Library building at the Luneta.

Considering the cultural and educational value of this Exposition, we feel that every citizen should be given the opportunity to visit the same and get a bird's-eye view of our country's progress. This project is particularly invaluable to those in the government service who should possess adequate information about the state of the nation.

In view thereof, all heads of departments and chiefs of bureaus and offices, including government-owned or controlled corporations, are hereby requested to urge the officials and employees under them to visit the Exposition. They may be organized in groups which will be sent alternately to the Exposition during office hours without incurring undertime.

Manila, December 9, 1964

By authority of the President:
(SGD.) **SALVADOR L. MARÍÑO**
Secretary of Justice
Concurrently
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 95

AMENDING MEMORANDUM CIRCULAR NO. 92 DATED NOVEMBER 27, 1964, URGING ATTENDANCE
IN THE 6TH ANNUAL NATIONAL CONFERENCE OF THE GOVERNMENT TRAINING OFFICERS
ASSOCIATION OF THE PHILIPPINES, INC.

Memorandum Circular No. 92 of this Office dated November 27, 1964, urging attendance in the 6th Annual National Conference of the Government Training Officers Association of the Philippines Inc., is hereby amended in its penultimate paragraph so as to authorize the attendance therein not only of training officers and administrative officers but also all other members of the association who are no longer training officers.

Manila, December 11, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 96

ENJOINING ALL DEPARTMENTS, BUREAUS, ENTITIES, POLITICAL SUBDIVISIONS AND GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS TO PARTICIPATE AND SET UP VISUAL EXHIBITS AT THE "SOCIO-ECONOMIC EXHIBITION OF NORTHERN PHILIPPINES" AT DAGUPAN CITY, A REGIONAL EVENT UNDER PROCLAMATION NO. 332 DATED DECEMBER 4, 1964.

Whereas, under Proclamation No. 332 dated December 4, 1964, the socio-economic fair and exhibition to be held at, and under the auspices of Dagupan City, was declared a regional event; and

Whereas, in line with the socio-economic development program of the government, this extensive visual exhibition has been envisioned to portray in broad perspective our advancements, problems and needs on a national scope and to motivate and assist the Filipino in evaluating what he can do as an individual to help boost the social and economic advancement of the country at large;

Wherefore, all heads of departments, bureaus, local governments and offices, including government-owned and controlled corporations, are here authorized to participate in and set up exhibits portraying their material advancements, contribution to the economy, programs and the like at the aforementioned fair to insure its success.

Manila, December 16, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 97

**URGING ATTENDANCE IN THE 2ND NATIONAL CONFERENCE OF GOVERNMENT SUPPLY OFFICERS
AND PROPERTY CUSTODIANS.**

The Government Supply Officers Association of the Philippines, Inc. (GSOAPI), with the technical assistant of the Department of General Services, the Civil Service Commission and the Management Service of the Budget Commission, will hold its second national convention on February 25-28, 1965, at the GSIS Auditorium, Manila, on the theme: "How Efficient Supply Management Can Achieve Economy in Government Operations."

The importance of efficient and effective supply management cannot be over-emphasized considering that the funds appropriated for the purchase of government supplies, materials and equipment constitute a sizeable portion of the government's annual budget.

All heads of departments and chiefs of bureaus and offices, chartered cities, provincial and municipal governments, including government-owned or controlled corporations, are hereby authorized to send their duly appointed Supply Officers and Property Custodians to this convention, provided that sufficient supply personnel shall be retained

to attend to official business. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and convention fees relative thereto shall be chargeable against the appropriations of their respective offices subject to the availability of funds and the usual accounting and auditing requirements.

The delegates shall submit a report to their respective agency heads of their attendance and participation in the convention.

Manila, December 28, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 98
REQUIRING THE DISPLAY OF AS MANY FLAGS AS POSSIBLE DURING FLAG WEEK.

To all Heads of departments, bureaus, offices, agencies and instrumentalities of the government, including the provincial, city and municipal governments and government-owned or controlled corporations.

In connection with Proclamation No. 342, date December 29, 1964, declaring January 1 to 7 1965, as Flag Week, it is hereby directed that as many flags as possible be displayed in government offices, entities and establishments so as to make the observance of the week more effective and commemorative throughout the country.

Manila, December 29, 1964

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1964). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 99
URGING PARTICIPATION IN THE STUDY TOUR TO BE CONDUCTED BY THE PRESIDENTIAL
ASSISTANT ON COMMUNITY DEVELOPMENT (PACD) IN MINDANAO.

To promote a more effective implementation of the President's Community Development Program, the Presidential Assistant on Community Development has scheduled an inter-provincial study tour of the members of the Provincial Community Development Council (PCDC) of Bohol in the provinces within the VI CD Area in Mindanao from January 17 to January 25, 1965. This study tour is designed to develop better understanding and deeper insight among the participants in the community development program by actual observation of community activities and projects and direct exchange of ideas with local leaders and residents.

PCDC members and other locals leaders in the province of Bohol are hereby authorized to participate in the study tour provided that sufficient number of personnel are retained to attend to official business. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging, and other fees in connection therewith shall be chargeable against the appropriations of their respective offices subject to the availability of funds and the usual accounting and auditing requirements. The expenses of participants from private organizations shall be for their own personal account.

Participants shall submit to their respective agency heads a report of their attendance in the study tour.

Manila, January 7, 1965

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 100
URGING ATTENDANCE IN THE SEVENTH NATIONAL CONFERENCE ON PUBLIC PERSONNEL
ADMINISTRATION.

Personnel Officers Association of the Philippines, Inc. (PCAP), with the technical assistance of the Civil Service Commission, will hold its Seventh National Conference on Public Personnel Administration on March 15-17, 1965, at the Rizal Provincial Capitol, Pasig, Rizal, on the theme: "The Quest for Quality Manpower in a Developing Economy."

Without discounting the importance of other factors like finances and equipment in carrying out the functions of government, manpower remains the greatest force that can spell the difference between success and failure in any public undertaking. The search for better personnel to carry out the various public services is a continuing program of government, and to devise a better way and to develop the current working force is a problem that it continues to face. This conference will look into this problem and, through an exchange of views, it hopes and expects to be able to arrive at an effective method of selection and development of manpower.

All heads of departments and chiefs of bureaus and offices, chartered cities, provincial and municipal governments, including government owned or controlled corporations are hereby authorized to send their officials and employees who are members of the POAP to attend the conference. In offices where there are no POAP members, they may send their personnel officers, or administrative officers, or training officers, or other officials responsible for personnel work. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging, and conference fees in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

Delegates shall submit to their respective agency heads a report of their attendance and participation in the conference.

Manila, January 19, 1965

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 101
URGING THE ATTENDANCE OF MUNICIPAL MAYORS IN SEMINARS, WORKSHOPS AND
ORIENTATION COURSES TO BE CONDUCTED BY THE PACD

The Presidential Assistant on Community Development has programmed a second seminar on Public Administration and Community for mayors of municipalities within the I Community Development Area (comprising the provinces of Batanes, Ilocos Sur, Isabela, Nueva Vizcaya, Pangasinan, La Union, Nueva Ecija, Ilocos Norte, Zambales, Abra, Cagayan Mt. Province, and Tarlac) for the period February 22 to 26, and inclusive, at the Teachers' Camp, Baguio City.

In view of the benefits expected to be derived therefrom, it being designed to further promote the effective implementation of the Administration's community development program, municipal mayors within the I CD Area have been invited by the PACD are hereby urged to participate in this seminar. Their attendance on official time is hereby authorized and traveling and other expenses to be incurred by them in connection herewith shall be chargeable against the appropriations of their respective municipal governments, subject to the availability of funds and the usual accounting and auditing requirements.

Manila, February 2, 1965

By authority of the President:
(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 102

URGING ATTENDANCE IN THE PROGRAMS COMMEMORATING PUBLIC ADMINISTRATION WEEK

The third week of every year has been designated as Public Administration Week under Proclamation No. 82, dated February 13, at 1963. As a fitting observance of this occasion, the Council of Undersecretaries, the Management Practitioners' Association of the Philippines and the Council of Administrative Management, have jointly developed a program of activities to be held at the GSIS Social Hall on February 15-21, 1965, which will require the active participation of representatives from the various agencies of the government, the civic, cultural, educational, and professional groups.

All heads of departments and chiefs of bureaus and offices, including government-owned corporations, are hereby authorized to send to the daily programs not more than five (5) of their ranking officials most closely concerned with the topic for the day. Their attendance shall be on official time.

Further information regarding this matter may be secured from the Office of the Secretariat, Council of Administrative Management, at the Management Service of the Budget Commission.

Manila, February 4, 1965

By authority of the President:
(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 103

**URGING ATTENDANCE IN THE REORIENTATION PROGRAM AND CONFERENCE OF THE BUREAU
DIRECTOR'S ASSOCIATION, INC. (BUDIRAS)**

The Bureau Director's Association, Inc., will hold a Reorientation Program and Conference on March 8-10, 1965, at the Asian Labor Education Center, Diliman, Quezon City on the theme "Awareness of Management Responsibility in a Growing Economy."

The taking up of this theme is a manifestation of the Association's desire to re-awaken in us the need for our administrative managerial capacities and responsibilities in keeping with, and in response to, the demands of public service in a growing economy.

All heads of departments are hereby authorized to allow chiefs of bureaus, commissions, boards and offices under their respective departments, and other officials who are members of the BUDIRAS, to attend this conference. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging, and conference fees in connection therewith shall be charged against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The participants shall submit to their department heads a report on their attendance within fifteen days after the conference.

Manila, February 16, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 104
URGING ATTENDANCE IN THE SECOND NATIONAL CONVENTION AND CONFERENCE OF
GOVERNMENT CIVIL ENGINEERS

The Association of Government Civil Engineers of the Philippines (AGCEP), with the assistance of Public Works and Communications and Office of Economic Coordination, will hold its Second National Convention and Conference of Government Civil Engineer and National Prosperity”

The AGCEP will endeavor to re-state with clarity, through selected manuscripts and technical papers to be read and discussed during the technical sessions, the complementary action of civil engineering and technology to the Administration's program to fight poverty.

Departments, bureaus and offices, chartered cities, and provincial governments including government-owned or controlled corporations, are hereby authorized to send not more than two of their civil engineers to this conference. This limitation as to number does not apply to members of the AGCEP and conference officials. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The delegates shall submit a report of their attendance and participation in the conference to their respective agency heads.

Manila, February 23, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1965). [*Memorandum Circular Nos.: 2 - 153*]. Manila: Supreme Court Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO 105

AMENDING MEMORANDUM CIRCULAR NO.99 OF THIS OFFICE DATED JANUARY 7, 1965

In line with the recommendation of the Presidential Assistant on Community Development, Memorandum Circular No.99 of this Office dated January 7, 1965, "Urging Participation in the Study Tour to be Conducted by the Presidential Assistant on Community Development (PACD) in Mindanao," is hereby amended so as to authorize the PCDC members and other local leaders in the province of Bohol who participated in the said study tour to charge their transportation expenses in connection therewith against the appropriations of the Office of the Presidential Assistant on Community Development, subject to the availability of funds and the usual accounting and auditing requirements.

Manila, February 25, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 106

**URGING ATTENDANCE IN THE 5TH ANNUAL EDUCATIONAL CONFERENCE AND NATIONAL
CONVENTION OF THE PHILIPPINE COOPERATIVE CREDIT UNION LEAGUE, INC.**

The Philippine Cooperative Credit Union League, Inc. will hold its 5th Annual Educational Conference and National Convention at the NSDB Science Pavilion, Manila, on March 7-8, 1965. In this year's convention, the participants intend to draw up positive organizational program that would synchronize activities for 1965 in carrying on its campaign against poverty. The said League hopes to carry on this campaign through the organization of more cooperatives, specifically credit unions, which serve as effective instruments in encouraging thrift and the prudent use of one's resources.

All heads of departments and chiefs of bureaus and offices, chartered cities, provincial and municipal governments, including government-owned and controlled corporations, with duly registered credit unions are hereby authorized to send one cooperative credit union leader each to this convention on time, who shall submit to his agency head a report of his attendance and participation in the convention.

Manila, February 26, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO 107

AMENDING MEMORANDUM CIRCULAR NO. 104 DATED FEBRUARY 23, 1965, URGING ATTENDANCE IN THE SECOND NATIONAL CONVENTION AND CONFERENCE OF GOVERNMENT CIVIL ENGINEERS.

Memorandum Circular No. 104 dated February 23, 1965, urging attendance in the Second National Convention and Conference of Government Civil Engineers is hereby amended so as to change the date of the convention and conference from March 23-26, 1965 to March 23-27, 1965, provided that the attendance of delegates therein on the 27th shall be on official time only, that is, without additional expense on the part of the government except the payment of their salaries.

Manila, March 19, 1965

By authority of the President:

(SGB.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 108

URGING ATTENDANCE IN THE 11TH ANNUAL CONVENTION OF THE DISTRICT AND CITY ENGINEERS
LEAGUE OF THE PHILIPPINES.

The District and City Engineers League of the Philippines will hold its eleventh annual convention in the City of Manila on April 5-9, 1965. Geared to the theme "NATIONAL PROGRESS THRU EFFECTIVE PUBLIC WORKS IMPLEMENTATION," this convention will feature talks from resource persons drawn from both the government and private sectors and is primarily aimed at increasing the efficiency of engineers in the field.

The Bureau of Public Highways and the Bureau of Public Works Sections of each engineering district, city engineering office and regional office, as well as the Department of Public Works and Communications and other allied agencies in the bureau level or higher, are hereby authorized to participate in the said convention, provided not more than two delegates or observers are sent thereto from each office or regional unit on official time.

The delegates or observers shall submit to their respective agency heads a report of their attendance and participation in the convention.

Manila, March 25, 1965

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO 109
PRESCRIBING A CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES

The attention of this Office has been called to the discourtesy, rudeness and other unethical acts or conduct displayed by some public officials and employees in their day-to-day conduct of government business.

To remind government officials and employees of their burden duty towards the public and the government which they serve, the following Code of Ethics issued by the Civil Service Commission is hereby reiterated for their guidance and compliance:

“ANY PERSON IN THE SERVICE OF THE REPUBLIC OF THE PHILIPPINES SHOULD:

“I. Respect and uphold the Constitution and laws of the Republic of the Philippines.

“II. Observe the highest standard of morality, integrity, honesty, loyalty, and devotion to the public weal.

“III. Perform his task thoroughly, faithfully, and efficiently.

“IV. Be physically and mentally fit of public service and live within his income.

"V. Expose corrupt practices in the public service without fear or favor.

"VI. Serve the public courteously, justly and impartially regardless of kinship, friendship, social standing, religious or political differences.

"VII. Discharge duties promptly without thought of gifts, benefits or any remuneration which may influence the proper performance of official functions.

"VIII. Engage in no business with the Government or with any private party, either directly or indirectly, which will be inconsistent with his position as a public servant.

"IX. Divulge no confidential information coming to him by the nature of his office or duties.

"X. Uphold, respect, and observe these principles, ever conscious that public office is a public trust which he should neither violate, nor should he allow suspicion to arise that such trust has been abused or betrayed."

Manila, March 30, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 110
FIXING THE AFTERNOON OFFICE HOURS FROM APRIL 1 TO JUNE 15, 1965, PURSUANT TO
EXECUTIVE ORDER NO. 145 DATED MARCH 20, 1965

In connection with the penultimate paragraph of Executive Order No. 145, current series, enjoining heads of departments, bureaus, offices, agencies and instrumentalities of the Government, including provincial, city and municipal governments, excluding the City of Baguio, and all corporations owned or controlled by the Government, to require at least one-half of their personnel to be on duty in the afternoon, it is hereby provided that the said afternoon duty shall be from 1:30 to 4:30 P.M. It is understood that those who will render afternoon duty shall also observe the prescribed office hours, from 7:30 A.M. to 12:30 P.M.

It is also hereby provided that where the halfway session is observed in an office or agency and the exigencies of the service permitting, emergency and casual employees therein may be allowed to enjoy the said privilege without reduction in pay.

Where an office or agency decides not to adopt the half-day session, the full-time office hours shall nevertheless be from 7:30 A.M. to 12:30 P.M. and from 1:30 to 4:30 P.M.

Manila, March 30, 1965

By authority of the President:

(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Supreme Court Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR 111

AMMENDING MEMORANDUM CIRCULAR NO.108 DATED MARCH 25, 1965, URGING ATTENDANCE
IN THE 11TH ANNUAL CONVENTION OF THE DISTRICT AND CITY ENGINEERS LEAGUE OF THE
PHILIPPINES

Memorandum Circular No. 108 dated March 28, 1965, urging attendance in the 11th Annual Convention of the District and City Engineers League of the Philippines, is hereby amended so as to read as follows:

"The District and City Engineers League of the Philippines will hold its eleventh annual convention in the Cities of Manila and Baguio on April 5-9, 1965. Geared to the theme "NATIONAL PROGRESS THRU EFFECTIVE PUBLIC WORKS IMPLEMENTATION," this convention will feature talks from resource persons drawn from both the government and private sectors and is primarily aimed at increasing the efficiency of engineers in the field.

"All District Engineer and City Engineer Offices, as well as the Department of Public Works and Communications, the Bureau of Public Works, the Bureau of Public Highways and the National Irrigation Administration are hereby authorized to participate in the said convention, provided not more than two delegates or observers are sent thereto from each office or regional unit. Their attendance in the convention shall be on official time and their expenses for transportation, subsistence, lodging and conference fees in connection therewith chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements, provided that no additional expense shall be incurred by the delegates in Baguio City and that their transportation expenses from Manila to Baguio and return shall be at their own personal account."

Manila, March 30, 1965

By authority of the President:

(SGD.) **JUAN S. CANCIO**

Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 112
URGING ATTENDANCE IN THE 2ND ANNUAL NATIONAL CONFERENCE OF THE PHILIPPINE
ASSOCIATION FOR GOVERNMENT BUDGET ADMINISTRATION.

The Philippine Association for Government Budget Administration will hold its 2nd annual national conference on April 22-24, 1965, at the Asian Labor Education Center, Diliman, Quezon City, on the theme: **PROFESSIONAL GROWTH IN BUDGETING:**

This conference is intended to foster professional growth among budget officers and budget examiners which is consistent with the provisions of Section 25 of Republic Act No. 2260, otherwise known as the Civil Service Act of 1959.

Departments, bureaus and offices, including government-owned or controlled corporations, are hereby authorized to send not more than two of their budget officers and budget examiners to this conference. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The delegates shall submit to their respective agency heads a report on their attendance and participation in the conference.

Manila, March 31, 1965

By authority of the President:
RAMON A. DIAZ
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 113

URGING ATTENDANCE IN THE 4TH ANNUAL CONVENTION OF THE ASSOCIATION OF GOVERNMENT
ACCOUNTANTS OF THE PHILIPPINES

The Association of Government Accountants of the Philippines will hold its 4th annual convention in the city of Baguio on May 13-16, 1965, on the theme "THE GOVERNMENT ACCOUNTANT AND HIS ROLE IN THE FIGHT AGAINST POVERTY, GRAFT AND CORRUPTION."

This convention will feature discussion and workshops designed (a) to broaden the perspective of accountants as regards to the importance of exercising independent judgment and discretion in the discharge of their duties; (b) to improve accounting procedures and techniques chiefly in the areas of cash management practices and mechanized accounting; (c) to introduce the concept of cost-consciousness in the lexicon of Government Accounting practices; and (d) to establish standards for the closer observance and adherence to auditing procedures and techniques with a view to a more regulated spending and observance of economy in all national government offices

All members of the Association of Government Accountants and fiscal officers of the National Government are hereby authorized to participate by the said convention. Their attendance in the convention shall be on official time and their expenses for transportation, subsistence, lodging and conference fees in connection therewith chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements, provided that no additional expense shall be incurred by the delegates in Baguio City and that their transportation expenses from Manila to Baguio and return shall be at their own personal account

The participants shall submit to their respective agency heads a report of their attendance and participation in the convention.

Manila, April 23, 1965

By authority of the President:

(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: Presidential Museum and Library

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 114
REQUIRING THE DISPLAY OF AS MANY FLAGS AS POSSIBLE DURING FLAG DAY

In connection with Proclamation No. 374 dated March 6, 1965, declaring the twenty-eight day of May of every year as Flag Day, it is hereby directed that as many flags as possible be displayed in government offices, capitols municipal buildings establishments, educational institutions and residences so as to make the observance of the day more effective and commemorative throughout the country.

Manila, April 23, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 115
URGING ATTENDANCE OF GOVERNMENT LADY OFFICIALS AND EMPLOYEES IN THE
CELEBRATION OF WOMEN'S RIGHTS DAY ON APRIL 30, 1965

In connection With Proclamation No. 389 dated April 12, 1965, declaring April 30, 1965 as Women's Rights Day, all heads of departments, bureaus and offices in Manila and suburbs are hereby authorized to allow on official time all lady officials and employees of their respective bureaus and offices to attend the program of activities to be held at the Quirino Independence Grandstand at the Luneta at 2:00 p.m. on Friday, April 30, 1965

Manila, April 29, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 116

URGING ATTENDANCE IN THE SEMINARS WORKSHOP AND ORIENTATION COURSES TO BE CONDUCTED BY THE PRESIDENTIAL ASSISTANT ON COMMUNITY DEVELOPMENT OF ALL PROVINCIAL, CITY AND MUNICIPAL OFFICIALS OF CERTAIN PROVINCES, CHARTERED CITIES AND MUNICIPALITIES.

In order to further promote effectively the implementation of the Administration's Community Development Program, the Presidential Assistant on Community Development has scheduled a series of seminars, workshops and orientation courses for provincial, city and municipal officials and other employees in the provinces of Aklan, Antique, Capiz, Iloilo, and Negros Occidental and in all the cities therein on May 10-15 and June 21-26, 1965.

In view of the benefits expected to be derived therefrom, all provincial, city and municipal officials and other employees therein who have been invited by the PACD to participate in said training are hereby urged to attend these seminars, workshops and orientation courses. Their attendance shall be on official time and the travelling and other expenses to be incurred by them in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

Manila, May 14, 1965

By authority of the President:
(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 117

URGING ALL PROVINCIAL, CITY AND MUNICIPAL OFFICIALS, BARRIO CAPTAINS AND BARRIO COUNCIL OFFICIALS TO ATTEND THE SEMINARS, WORKSHOPS AND ORIENTATION COURSES TO BE CONDUCTED BY THE PRESIDENTIAL ASSISTANT ON COMMUNITY DEVELOPMENT.

To further promote effectively the implementation of the Administration's Community Development Program, the Presidential Assistant on Community Development has scheduled a series of seminars, workshops and orientation courses for provincial, city and municipal officials, barrio captains and barrio council officials and other employees in the Second Community Development Area composed of the provinces of Bataan, Batangas, Bulacan, Cavite, Laguna, Marinduque, Rizal, Romblon, Occidental Mindoro, Oriental Mindoro, Palawan, Pampanga and Quezon, and the cities therein from April to December, 1965, to be held in convenient places that may be designated by the said office. Each of these training courses will be for a period of one week.

In view of the benefits expected to be derived therefrom, provincial, city and municipal officials and barrio council officials therein who have been invited by the PACD are hereby authorized to attend the said training activities on official time.

The traveling and other expenses that may be incurred in connection therewith shall be chargeable against the appropriations of their respective office, subject to the availability of funds and the usual accounting and auditing requirements.

Manila, May 14, 1965

By authority of the President:
(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MANILA

MEMORANDUM CIRCULAR NO 118

AMENDING MEMORANDUM CIRCULAR NO. 112 OF THIS OFFICE DATED MARCH 31, 1965, URGING ATTENDANCE IN THE 2ND ANNUAL NATIONAL CONFERENCE OF THE PHILIPPINE ASSOCIATION FOR GOVERNMENT BUDGET ADMINISTRATION

Memorandum Circular No. 112 dated March 31, 1965, urging attendance in the 2nd Annual National Conference of the Philippine Association for Government Budget Association is hereby amended to read as follows:

“The Philippine Association for Government Budget Association will hold its 2nd Annual National Conference on May 20-22, 1965, at the Asian Labor Education Center, Diliman Quezon City, on theme: PROFESSIONAL GROWTH ON BUDGETING

“This conference is intended to foster professional growth among budget officers and budget examiners which is consistent with the provisions of Section 25 of Republic Act No. 2260, otherwise known as the Civil Service Act of 1959

“Departments, bureaus and offices, including government owned or controlled corporations, are hereby authorized to send not more than four of their employees concerned with budgeting to attend this conference. Chartered cities and provincial governments may likewise send not more than two of their employees whose work is budgeting to attend the conference. As the sponsoring agency, the Budget Commission may send therein not more than fifteen delegates. Their attendance shall be on official time and their expenses for transportation, subsistence lodging and conference fees in connection therewith shall be chargeable against the appropriations of their respective officers, subject to the availability of funds and the usual accounting and auditing requirements.

“The delegates shall submit to their respective agency heads a report on their attendance and participation in the conference.”

Manila, May 17, 1965

By authority of the President:

(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: Supreme Court Library

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 2 - 153]*. Manila: Supreme Court Library.

MEMORANDUM CIRCULAR NO. 119

FURTHER AMENDING MEMORANDUM CIRCULAR NO. 112 OF THIS OFFICE DATED MARCH 31, 1965,
URGING ATTENDANCE IN THE 2ND ANNUAL NATIONAL CONFERENCE OF THE PHILIPPINE
ASSOCIATION FOR GOVERNMENT BUDGET ADMINISTRATION.

Memorandum Circular No. 112 of this Office dated March 31, 1965, as amended by Memorandum Circular No. 118 dated May 17, 1965, urging attendance in the 2nd Annual Conference of the Philippine Association for Government Budget Administration is hereby further amended so as to delete therefrom the sentence "Chartered cities and provincial governments may likewise send not more than two of their employees whose work is budgeting to attend the conference."

Manila, May 18, 1965

By the authority of the President:
(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 120

URGING ALL CITIZENS OF THE REPUBLIC OF THE PHILIPPINES TO PARTICIPATE ACTIVELY IN THE CELEBRATION OF FLAG WEEK BEGINNING ON FLAG DAY, THE 28TH DAY OF MAY, TO INDEPENDENCE DAY, JUNE 12, 1965.

The President of the Philippines has declared the 28th day of May of each year as Flag Day under Proclamation No. 347, dated March 6, 1965, and has enjoined all government officials and employees as well as private citizens of the Philippines ceremonies.

In its meeting on May 12, 1965, the Independence Day Committee approved a recommendation to this Office to enjoin all citizens of the Republic to display the Philippine National Flag beginning May 28 and culminating on June 12, 1965 our Independence Day.

Considering that our flag is the consecrated repository of our nation as a sovereign people, this Office approved the recommendation of the Independence Day Committee as a means of instilling and perpetuating in the minds and hearts of the people greater honor, respect and reverence for our flag.

In View, thereof, all heads and departments and chiefs of bureaus and offices, including government-owned or controlled corporations, provincial governors, city and municipal mayors are hereby urged to request all officials under them and the general public to display properly the Philippine National Flag for the duration of the period from May 28 to June 12, 1965.

Manila, May 26, 1965

By authority of the President:
(SDG.) **RAMON A. DAIZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 121
URGING ATTENDANCE IN THE SIXTH ANNUAL CONVENTION OF THE CONFEDERATION OF
GOVERNMENT EMPLOYEES ORGANIZATIONS (COGEO).

The Confederation of Government Employees Organizations will hold its Sixth Annual Convention in Manila on June 28-30, 1965, on the theme: "National Progress Through Dedicated Public Service." This convention will feature workgroup seminars on the civil service GSIS Benefits and other matters affecting the public service with assistance of panels of experts from the different offices concerned.

Healthy working conditions, reasonable compensation and privileges are strong incentives for government employees to render efficient and dedicated public service. The workgroup seminars will provide opportunity for the delegates to look into their problems and offer solutions to them as well as find ways and means by which they can further promote the general welfare of government employees

Government employee organizations affiliated with the COGEO are hereby authorized to send not more than ten delegates each to the convention. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements. National and suburban local offices, including government employee organizations not affiliated with the COGEO may send each not more than two observers to the conference likewise on official business.

Delegates and observers shall submit to their respective agency heads a report of their attendance and participation in the conference.

Manila, May 28, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 122
REQUIRING SUBMISSION TO THIS OFFICE OF THE NAMES AND TELEPHONE NUMBERS OF LIAISON OFFICERS OF THE DIFFERENT EXECUTIVE AGENCIES.

There has been felt a need for accelerated pace in the disposition of official matters, particularly those coming from the general public. This need strongly indicates a very close liaison with the different executive agencies. In order, therefore, to enable this Office to maintain a well-knit liaison work with the different executive agencies towards insuring the dispatch, not only of official matters sent to the Office of the President, but also those received in the executive agencies requiring the President's attention, it is hereby required that all departments, bureaus, and offices, including government-owned or controlled corporations, designate their liaison officers for this purpose, their this Office not later than June 10, 1965, with whom matters pertaining to their respective offices may be taken up and who shall see to it that immediate action is taken thereon.

Any change of liaison officers and/or their telephone numbers shall be immediately reported to this Office.

Early compliance with the provisions of this Circular is enjoined.

Manila, May 31, 1965

By authority of the President:
(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 123
URGING ATTENDANCE IN THE NATIONAL
SEMINAR ON AGRICULTURAL MARKETING

A short-term National Marketing Seminar on Agricultural Marketing has been organized pursuant to the resolution of the FAO Far East Regional Conference held at Kuala Lumpur, Malaysia in 1962, to be held at the Asian Labor Education Center (ALEC), Diliman, Quezon City, on September 7-27, 1965.

This seminar is designed to provide in-service training in Agricultural Marketing to the personnel of various government and private agencies interested in the improvement of the marketing system. It will feature discussion on crops, livestock and livestock products, particular emphasis to be made on the major products such as paddy and rice, poultry and eggs and fruits and vegetables. It will also touch on vital problems related to the marketing systems and their improvement, as well as modern techniques of marketing necessary in the economic development of our country.

Departments, bureaus and offices are hereby authorized to send not more than three of their employees whose duties relate to agricultural marketing to the seminar, except the Central Cooperative Exchange which may send not more than ten (10). Their attendance shall be on official time and their expenses for transportation, subsistence and lodging, registration and seminar fees shall be chargeable against the appropriations of their respective offices, subject to the availability of funds, to the usual accounting and auditing requirements, and to their submitting a report to their respective agency heads on their participation and attendance in the seminar. The expenses of the participants from the private agencies shall be borne by them.

For further particulars, please contact Director Eugenio E. Cruz of the Bureau of Plant Industry, designated Director of the Center, at Telephone Nos. PLDT-5-47-12 and GTS-22-14-67.

Manila, May 31, 1965

By authority of the President:
(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 124
URGING ATTENDANCE IN THE NATIONAL BIENNIAL CONFERENCE OF THE PHILIPPINE LIBRARY
ASSOCIATION, INC.

The Philippine Library Association Inc., with the assistance of the Department of Education, will hold its national biennial conference in the City of Manila, June 8-11, 1965, on the theme: "Organize For Strong Library Service." The delegates to this conference are expected to find ways and means of vitalizing the library service and thereby bring about progressive strides in studies and researches in the educational, cultural, scientific and recreational fields.

Departments, bureaus and offices, including government-owned or controlled corporations, are hereby authorized to send not more than two librarians each to the conference. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The Association is hereby required to furnish the Civil Service Commission with a copy of its constitution and by-laws as well as documentation of proceedings of the conference. The delegates shall submit to their respective agency heads a report of their attendance and participation in the conference.

Manila, June 5, 1965

By authority of the President:
(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 125

URGING ATTENDANCE IN THE FIRST NATIONAL CONFERENCE OF THE PHILIPPINE FOA FELLOWS ASSOCIATION.

The Philippine FOA Fellows Association, with the technical assistance of the National Economic Council, the Civil Service Commission and the Agency for International Development, USOM/Manila, will hold its First National Conference in Manila on August 11-13, 1965, on the theme "Technical Assistance Participants and Their Contribution to a More Responsive Public Service."

This conference will enable recipients of training grants under the NEC/AID technical assistance program to pool their knowledge, training and experience and translate them into working tools for the realization of the goals of the service.

National and local offices including government owned or controlled corporations are hereby authorized to send their officials and employees who have under-gone training abroad under the NEC/AID technical assistance shall be on official time and their expenses for transportation, subsistence, lodging and conference fees in connection therewith shall be chargeable against, the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

Delegates shall submit to their respective agency heads a report on their attendance and participation in the conference.

Manila, June 8, 1965

By authority of the President
(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 126

AMENDING MEMORANDUM CIRCULAR NO. 123, DATED MAY 31, 1965, URGING ATTENDANCE IN
THE NATIONAL SEMINAR ON AGRICULTURAL MARKETING.

Memorandum Circular No. 123 dated May 31, 1965, urging attendance in the National Seminar on Agricultural Marketing is hereby amended so as to change the place where the seminar will be held on September 7-27, 1965, from the Asian Labor Education Center (ALEC), Diliman, Quezon City, to the WHO Building, United Nations Avenue, Manila.

Manila, June 18, 1965

By authority of the President:
(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 127

WHEREAS, the future of a country depends on its youth and their proper upbringing; and

WHEREAS, Filipino children have the right to grow up into well-rounded, civic-minded and morally upright citizens;

WHEREFORE, the following declaration of Filipino children's rights and responsibilities is hereby promulgated to arouse greater concern for their proper moral and intellectual upbringing and for the guidance of all concerned;

“DECLARATION OF FILIPINO CHILDREN'S RIGHTS and RESPONSIBILITIES RIGHTS

1. Every child shall be entitled to the rights set forth in this Declaration without distinction by reason of sex, religion, social origin, political opinion, property, birth or other status.

2. Every child, endowed with the full dignity and worth of a human person from the time of his conception, has the right to be born.

3. Every child, for the full and harmonious development of his personality, has the right to a home and a wholesome family life which will provide for him love, moral and material security and understanding. For that child who must receive foster care, the nearest substitute for his own home must be provided in accordance with his needs.

4. Every child is entitled to a good home, good nutrition, adequate housing conditions, healthful recreation, and proper medical attention.

5. Every child has the right to receive an education to help him become an asset to society.

For the gifted child, the right to be given every opportunity and encouragement to develop his special talents.

For the child who is in conflict with society the right to be dealt with intelligently as society's charge, not society's outcast.

6. Every child has the right to religious instruction and moral education as early as possible, for the formation and cultivation of sound and moral habit in his life.

7. Every child has the right to have full opportunity for play and wholesome recreation for developing skills and practicing activities of his choice, individual as well as social.

8. Every child has the right to protection from exploitation and against hazards which would adversely affect or prejudice his health or education or interfere with his physical, mental or moral development.

9. Every child has the right to the care, assistance and protection of the government for his proper and well-rounded development when his parents or persons responsible for his care and support fail or are unable to provide him with his fundamental needs.

10. Every child has the right to live in a community and society that guarantees safety, health, good moral environment and facilities for his wholesome growth and development.

11. Every child as a future citizen has the right to an efficient and honest government run by his elders according to the principles of democracy; and the right to be given by elders every example of honesty, morality and integrity, both in their public and private life.

12. Every child as a junior member of a world community, has the right to be brought up in a spirit of understanding, tolerance, friendship among peoples, peace and universal brotherhood, and in the full consciousness that his energies and talents should be shared with his fellowmen.

RESPONSIBILITIES

1. To love God as his Creator, learn HIS commandments and practice his religion.
2. To honor and respect his parents, elders, teachers and duly constituted authorities.
3. To obey the laws and uphold the democratic principles of life.
4. To grow in character and ability as he grows physically, and to be honest with himself and with others in all his thoughts, words and deeds.
5. To develop high moral principles and the courage to live by them; and to strive to be healthy in body, mind and spirit.
6. To respect the rights of others and set good examples so that others may emulate and profit by them.
7. To regard his education as the fulfillment of his goals and values in life.
8. To preserve, strengthen and uphold always world peace and the brotherhood of man.”

The National Coordinating Center for the Study and Development of Filipino Children and Youth, (NCCSDFCY) is hereby designated to assume responsibility for the full, effective and desirable dissemination and implementation of this Declaration.

Manila, June 25, 1965

By authority of the President:
(SDG.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 128
URGING ATTENDANCE IN THE SECOND NATIONAL CONVENTION OF GOVERNMENT
CARTOGRAPHIC, PHOTOGRAMMETRIC AND GEODETIC ENGINEERS AND SURVEYORS.

The Board of Technical Surveys and Maps, with the assistance of 30 agencies of the government, is holding the Second National Convention of Government Cartographic, Photogrammetric and Geodetic Engineers and Surveyors on July 26-31, 1965, in the City of Manila on the theme: "Surveying and Mapping—Key to National Progress."

Surveying and Mapping are essential tools in the attainment of national progress. This conference will assess the gains so far made in this direction and introduce modern trends and development especially those brought out in the 4th United Nations Regional Cartographic Conference for Asia and the Far East with a view to improving and updating present techniques and methods.

Departments, bureaus and offices, including government-owned or controlled corporations, which have members in the Philippine Surveying and Mapping Institute, the Philippine Society of Photogrammetry, the Philippine Society of Geodetic Engineers, the Philippine Geodetic and Geophysical Institute, the Land Surveyors Association of the Philippines, the Philippine Geographical Society and the Geological Society of the Philippines may send each not more than ten delegates to this convention. Their attendance shall be on official and their expenses for transportation, subsistence lodging and conference fees relative thereto shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The delegates shall submit a report of their attendance and participation in the conference to their respective agency heads. The Board of Technical Surveys and Maps shall render a report on this conference to the Civil Service Commission in line with the latter's leadership function in the field of career and employee development.

Manila, June 28, 1965

By authority of the President
(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 129
URGING ATTENDANCE IN THE SYMPOSIUM AND WORKSHOP ON MODERN POLICE
ADMINISTRATION AND OPERATION FOR CHIEFS OF POLICE.

The Philippine Chapter of the Southern Police Institute Alumni Association of the University of Louisville, Kentucky, and the Federation of Chiefs of Police of Panay and Negros Islands will sponsor a Symposium and Workshop on Modern Police Administration and Operation for Chiefs of Police in the country on August 15-21, 1965, in the City of Manila, with the technical assistance of the Civil Service Commission, the National Economic Council, the National Bureau of Investigation, the Philippine Constabulary and the United States Agency for International Development.

In view of the importance of the Symposium and Workshop, all City and Municipals Mayors are hereby authorized to allow their Chiefs of Police to attend the same with the official expenses for transportation, subsistence, lodging and workshop fees in connection therewith, chargeable against the appropriations of their respective offices, subject to the condition that the exigencies of the service will permit and to the availability of funds and the usual accounting and auditing requirements.

The participants shall submit to their respective office heads a report of their attendance and participation in the said Symposium and Workshop.

Manila, June, 30 1965

By authority of the President:
(SDG.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 130

AMENDING MEMORANDUM CIRCULAR NO. 128 DATED JUNE 28, 1965, URGING ATTENDANCE IN THE 2ND NATIONAL CONVENTION OF GOVERNMENT CARTOGRAPHIC, PHOTOGRAMMETRIC AND GEODETIC ENGINEERS AND SURVEYORS.

Memorandum Circular No. 128 of this Office dated June 28, 1965, urging attendance in the 2nd Convention of Cartographic , Photogrammetric and Geodetic Engineers and Surveyors to be held on July 26-31, 1965, is hereby amended, so as to change the convention site from Manila to Quezon City.

Manila, July 9, 1965

By authority of the President:
(SDG.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 131

**URGING ATTENDANCE IN THE INSTITUTES ON HOW TO USE SIMPLE TECHNIQS AND TOOLS IN
ASSESSING AND UNDERSTANDING BEHAVIORAL CHANGES IN CHILDREN.**

The National Coordinating Center for the Study and Development of Filipino Children and Youth (NCCSDFCY), with the assistance of its Planning Advisory Committee (PAC) composed of representatives of major governmental and non-governmental child-youth coordinating agencies, will conduct Institutes on How To Use Sample Technics and Tools in Assessing and Understanding Behavioral Changes in Children at the NCCSDFCY offices at 312 Quezon Boulevard Extension, Quezon City, on the following dates:

First Institute July 19 to October 15, 1965

Second Institute October 13, 1965 to January 14, 1966

The importance of scientific knowledge about children as the basis of a sound and effective educational system or guidance counselling program cannot be underestimated. The proposed institutes are, therefore, aimed at helping teachers, guidance counsellors, social workers, nurses, youth welfare leaders, parents and others engaged in the development of children on how to utilize simple technics, devices and tools in assessing and understanding behavioral changes in children.

Any department, bureau or office may send to this course one nominee who is holding a regular "and permanent appointment and whose actual duties involve child-youth development and welfare. The NCCSDFCY shall not accept anyone whose duties are not relevant to the training course or from which he will clearly not be benefited on the basis of the work he is actually performing. The number of participants in each institute shall be limited to not more than twenty (20). Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and institute fees shall be chargeable against the appropriations of their respective offices subject to the availability of funds and the usual accounting and auditing requirements.

The participants in this course shall sign a contract embodying the condition that they shall serve in the government for two years in consideration of this training herein authorized and should they fail to do so due to resignation, voluntary retirement or other causes within their control, they shall refund to the government an amount equivalent to the total expenses the government incurred for their training, including the salary received by them during the period thereof. They shall also submit to their respective agency heads a report on their attendance and participation in the institutes.

Manila. July 9, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: Presidential Museum and Library

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 132
URGING PARTICIPATION IN THE TRAINING PROGRAM IN DEVELOPMENT ECONOMICS
CONDUCTED BY THE UNIVERSITY OF THE PHILIPPINES.

The School of Economics of the University of the Philippines, with the assistance of the University of Wisconsin will conduct its First Training Program in Development Economics from October 1965 to April 1966.

This Training Program is designed specifically to improve the skills of government personnel engaged in substantive planning work along the specialized techniques and procedures of planning and programming for economic growth.

Agencies within the Executive Branch involved in planning and programming, including government-owned and/or controlled corporations, regional planning authorities and entities with an over-all planning and coordinating perspective, are hereby authorized to send their technical personnel who meet qualification requirements to attend the Training Program. Attendance of participants shall be on official time and they shall continue to receive their salary while in active training. Transportation and meal allowances will be provided each participant by the U. P. School of Economics.

Participants shall submit to their respective agency heads report on their attendance and participation in the training program.

Manila, July 26, 1965

By authority of the President:
(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 133
URGING ATTENDANCE IN THE NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES

The National Defense College of the Philippines which was created under Executive Order No. 44, dated August 12, 1963, is charged with the duty of preparing potential defense leaders to assume and discharge the responsibilities of high command, staff and policy-formulating functions within the National Government and the national and international security structure. The College has been so organized and staffed as to function in accordance with this noble mission.

The course offered at the National Defense College is designed to train key government officials for positions of leadership at the national level. It seeks to enhance the preparation of civilians and military students for the exercise of inter-departmental coordination, and for combined, integrated or joint planning of national strategy, tactics, and the massive and expeditious mobilization of resources in the event of an armed conflict. It also seeks to provide the students with the broad perspectives necessary for the formulation and development of national policies, and the ability to arrive at responsible and sound decisions.

Any department, bureau, or office may nominate to the National Defense College an official holding a position under regular and permanent appointment in which his qualifications and experience make him suitable for the training offered by the College. The Secretary of National Defense shall prescribe the standards for admission in the College, and shall make the final selection of the trainees from among the nominees, provided that the number of participants in each class shall not be more than forty. Their attendance shall be on official time and their expenses incident thereto shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

The trainees in each class shall sign a contract embodying the condition that they shall serve in the government or two years for every year of study or a portion thereof in the College and should they fail to do so due to resignation, voluntary retirement or other causes within their control, they shall refund to the government an amount equivalent to the total expenses the government incurred for their training, including the salary they received during the period of such training.

Manila, July 30, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 134

AMENDING MEMORANDUM CIRCULAR NO. 131 DATED JULY 9, 1965, URGING ATTENDANCE IN THE INSTITUTES ON HOW TO USE SIMPLE TECHNICS AND TOOLS IN ASSESSING AND UNDERSTANDING BEHAVIORAL CHANGES IN CHILDREN.

Memorandum Circular No, 131 elated July 9, 1965, urging attendance in the institute., on how to use simple technics and tools in assessing and understanding behavioral changes in children is hereby amended so as to revise the institute dates as follows;

First Institute August 16, 1965 to November 14, 1965

Second Institute November 22, 1965 to February 22, 1966

The private agencies may send nominees to the said Institutes provided that their expenses in connection therewith shall be borne by them.

Manila, July 20, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 135
URGING ATTENDANCE IN THE 2ND NATIONAL CONVENTION OF GOVERNMENT EMPLOYEES
WORLD WAR VETERANS LEAGUE.

The Government Employees World War Veterans League, Inc. (GEWWVL), with the technical assistance of the Philippine Veterans Administration, the Civil Service Commission and the Management Service of the Budget Commission will hold its Second National Convention on September 26-27, 1965, at the GSIS Social Hall, Arroceros Street Manila, on the theme: "The Employee-Veterans Role in the Fight Against Poverty."

This convention will enable veterans in the government service to discuss ways and means of how they can effectively channel their combined resources and efforts in helping bring about the realization of the Administrations "Fight against Poverty."

Departments, bureaus and offices, including government-owned or controlled corporation's which have veteran chapters are hereby authorized to sent not more than five (5) members from each chapter to this convention. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging and convention fees relative thereto shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements.

Delegates shall submit to their respective agency heads a report of their attendance and participation in the convention.

Manila, August 16, 1965

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 136

REQUIRING ALL AGENCIES OF THE GOVERNMENT INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, TO SUBMIT TO THE COUNCIL OF ADMINISTRATIVE MANAGEMENT (CAM) THE MANAGEMENT PROBLEMS AFFECTING THEIR OPERATIONS.

The Council of Administrative Management (CAM), the President's advisory body on administrative management matters, is presently conducting an extensive study for the purpose of improving management on a government-wide scale. In order to be comprehensive and successful, this study will need the cooperation and assistance of all government agencies, including government-owned or controlled trolled corporations.

Offices of the National Government, including government-owned or controlled corporations, are therefore required to submit to the CAM a list of the organizational and management problems affecting their respective operations, particularly those that cut across several departments and are beyond their competence to solve.

The list (containing the problems in the order of their urgency) must be submitted not later than September 15, 1965 to the:

Council of Administrative Management Secretariat c/o The Management Service, Budget Commission corner Aurora Boulevard and Illinois Street Cubao, Quezon City Full compliance is hereby enjoined.

Manila, August 20, 1965

By authority of the President:
(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 137

URGING ALL CONCERNED TO EXTEND FULL ASSISTANCE AND COOPERATION TO THE NATIONAL HEROES COMMISSION IN CONNECTION WITH THE CELEBRATION OF THE 100TH BIRTH ANNIVERSARY OF GENERAL MIGUEL MALVAR.

Under Executive Order No. 28, series of 1962, the National Heroes Commission is charged with the duty to prepare, among other things, the celebration of the centenaries of selected national Heroes, to include but not limited to the publication of their works and to adopt measures that will afford every Filipino a chance to participate in the celebration of each centenary. The Commission, in line with said function, is now preparing to celebrate the 100th birth anniversary on September 27, 1965, of General Miguel Malvar, the last Filipino General to surrender to the American Forces.

All departments, bureaus, offices and local governments, including government-owned or controlled corporations are hereby urged to extend full assistance and cooperation to the National Heroes Commission in order to insure a successful national celebration of the 100th birth anniversary of General Malvar.

Manila, August 20, 1965

By authority of the President:
(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 138

**RULES AND REGULATIONS IMPLEMENTING REPUBLIC ACT NO. 3765, OTHERWISE KNOWN AS THE
TRUTH IN LENDING ACT.**

WHEREAS, Republic Act No. 3765, otherwise known as the "Truth in Lending Act," seeks to protect the general public by requiring creditors, to disclose to debtors or buyers, of goods on credit, the total finance charges or the full cost of the credit being extended prior to the consummation of the contract;

WHEREAS, pursuant to Sec. 5 of said Act, the Central Bank has issued Central Bank Circular No. 158 prescribing rules and regulations in implementation thereof; and

WHEREAS, personnel of the Government, as well as of government-owned and controlled corporations, are part of the public whom the State seeks to protect through said law;

Circular

WHEREFORE, the attached Central Bank/ Circular No. 158, with translation in Pilipino, and Republic Act Nov. 3765, are hereby promulgated for the information of all concerned.

Manila, August 25, 1965.

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 139

**URGING ATTENDANCE IN THE PROGRAMS AND ACTIVITIES COMMEMORATING THE CIVIL
SERVICE WEEK**

Under Proclamation No. 285 dated August 13, 1964, the period from September 13 to 19 of every year has been declared as Civil Service Week to focus public attention on the significant role of the Philippine civil service in national development and to win support for programs designed to maintain an honest, efficient, progressive and courteous civil service in pursuance of the civil service law. The proclamation further states that there is need to project the importance of the civil service to increase public knowledge and understanding of its importance in government. The authorities concerned have therefore been urged to hold appropriate programs and ceremonies during the Week to honor civil servants.

The Civil Service Commission has drawn up plans to hold various programs and activities in observance of this year's Civil Service Week. Such programs and activities will consist mostly of symposium-forums to assess the past achievements of the Commission in its drive for strengthening the merit system and instituting efficiency and morality in the public service as well as to discuss problems and trends in public administration. The symposium-forums will be held at the GSIS Social Hall from September 13 to 18, 1965. All the activities will be geared to the theme "The Civil Service - Every Citizen's Responsibility."

All heads of departments and chiefs of bureaus and offices, including government—owned or controlled corporations are hereby urged to send to the daily programs not more than ten (10) of their ranking officials most closely concerned with the topic for the day. Their attendance shall be on official time.

Manila, August 31, 1965

By authority of the President:

(SGD.) **JUAN S. CANCIO**
Acting Assistant Executive Secretary

Source: Presidential Museum and Library

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 140

URGING ATTENDANCE IN A SEMINAR ON THE USE AND INTERPRETATION OF HYDROLOGIC DATA.

Two ECAFE experts on hydrology will conduct a seminar on the Use and Interpretation of Hydrologic Data to be held in the Training Room of the Weather Bureau at Port Area, Manila, from September 16 to October 15, 1965, under the sponsorship of the Philippine Committee on ECAFE Matters. Lectures, workshops and a field trip to the Ambuklao Power Plant will feature the seminar.

In view of the benefits expected to be derived therefrom, heads of governmental agencies concerned with water resources development like the Bureau of Public Works, Weather Bureau, National Power Corporation, National Waterworks and Sewerage Authority, Bureau of Forestry, Bureau of Plant Industry, National Science Development Board, National Irrigation Administration, Irrigation Service Unit and the U.P. Colleges of Agriculture and Forestry, are hereby enjoined to authorize not more than two (2) of its employees to participate in the seminar with expenses for transportation and subsistence on lecture and workshop days and for lodging for two days during the field trip, such expenses chargeable against the appropriations of their respective offices, subject to the availability of funds, the usual accounting and auditing requirements, and to the conditions that their attendance shall not be less than eight hours a day and that each participant shall submit to the head of office concerned a certificate and a report of attendance in the said Seminar.

Manila, September 7, 1965

By authority of the President;
(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 141
AUTHORIZING THE ATTENDANCE ON OFFICIAL TIME OF GOVERNMENT OFFICIALS AND
EMPLOYEES IN THE SHOWING OF THE FILM “IKIRU” AT THE GAIETY THEATER.

Upon the recommendation of the Commissioner of Civil Service, Akira Kurosawa’s “IKIRU”, a film about a civil servant, which was shown once during Civil Service Week, will be reshowed free of charge at the Gaiety Theater on September 23 and 24, 1965, from 9:00 to 11:00 A.M., under the auspices of the Confederation of Government Employees Organizations (COGEO), the Philippine Government Employees Association (PGEA), and the Personnel Officers Association of the Philippines (POAP), and the supervision of the Civil Service Commission. Due to limited seating capacity of the aforesaid theater, attendance will be by invitation only.

In view of the relevance of the picture of the civil service, government officials and employees who are extended invitations are hereby authorized to see the picture on official time. Invitations will be distributed to the different departments and offices by the COGEO, PGEA and POAP.

Manila, September 21, 1965

By authority of the President:
(SGD.) **SALVADOR L. MARINO**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 142

**URGING ATTENDANCE IN THE 18TH PGEA ANNUAL CONVENTION AND SYMPOSIUM ON THE
PROMOTION OF A RESPONSIVE AND DEDICATED PUBLIC SERVICE THROUGH EMPLOYEES'
ORGANIZATIONS.**

The Philippine Government Employees' Association (PGEA) will hold its 18th Annual Convention and Symposium on the promotion of a responsive and dedicated public service through employees' organizations, in the City of Manila on December 8-10, 1965.

Departments, bureaus and offices, as well as city, provincial and municipal governments, including government-owned or controlled corporations, which have PGEA Chapters are hereby authorized to send not more than five members from each chapters to the convention. Their attendance shall be on official time and their expenses for transportation, subsistence, lodging convention fees in connection therewith shall be chargeable against the appropriations of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements. Each PGEA Chapter may send delegates in excess of five but attendance of those in excess of five shall be in official time only.

Delegates shall submit to their respective agency heads a report on their attendance and participation in the convention.

Manila, September 28, 1965.

By authority of the President:
(SGD.) **SALVADOR L. MARINO**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 143

**AUTHORIZING THE PAYMENT OF THE GOVERNMENT SHARE ON THE RETIREMENT AND
INSURANCE PREMIUMS OF EMPLOYEES WHOSE REGULAR APPOINTMENTS HAVE BEEN CHANGED
TO PROVISIONAL.**

It has been brought to the attention of this Office that as a result of the implementation of Republic Act No. 2260, otherwise known as the Civil Service Act of 1959, and the rules and regulations governing the position classification and salary plans, the status of appointments of certain employees in the government has been changed from regular and permanent to provisional. Consequently, their membership in the Government Service Insurance System has automatically ceased to be compulsory in accordance with the provisions of Section 4(b) of Commonwealth Act No. 186, as amended, and they should now shoulder the entire premiums on their policies.

In line with the provisions of Section 4(b) of the aforementioned Act which provides that the employer “is hereby empowered *** to pay for its share on the insurance of these employees,” the payment of the government share on the retirement and insurance premiums of the said employees is hereby authorized. In case a permanent and regular employee accepts either a provisional or temporary appointment the basis of the computation of the government share shall be his salary as such provisional or temporary employee. However, when the appointment is merely in a substitute capacity, wherein the employee concerned will return to his former position upon the return of the incumbent who went on leave without pay, the basis of the government share should be the last salary received by him as regular and permanent employee.

Manila, September 28, 1965

By authority of the President:
(SGD.) **SALVADOR L. MARIÑO**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 144
URGING ATTENDANCE IN THE 8TH ANNUAL CONVENTION OF GOVERNMENT INTERNAL
AUDITORS (AGIA).

The Association of Government Internal Auditors will hold its 8th Annual Convention in Baguio City on November 23-27, 1965, on the theme: "The Attainment of Efficiency, Effectiveness and Economy in the Public Service thru Internal Auditing."

The convention will feature, among others, discussions on problems common to Internal Audit Units in the various branches of the government service; suggestions on how to further improve internal audit services through intensive training of personnel and effective auditing procedures; and the election of a new set of officers who will be responsible in accomplishing the objectives of the association during the next calendar year.

All members of the Association of Government Internal Auditors are hereby authorized to attend the convention, provided that not more than four shall be sent from each agency or unit and that either the Internal Auditor or the Assistant Internal Auditor shall stay in the office. Their attendance in the convention shall be on official time and their expenses for transportation, subsistence, lodging and conference fees shall be chargeable against the appropriation of their respective offices, subject to the availability of funds and the usual accounting and auditing requirements, provided that their transportation expenses from Manila to Baguio and return shall be for their own personal account.

Delegates shall submit to their respective agency heads a report on their attendance and participation in the convention.

Manila, October 6, 1965

By authority of the President:
(SGD.) **SALVADOR L. MARINO**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 145
REQUIRING ALL EXECUTIVE DEPARTMENTS, BUREAUS, OFFICES, AGENCIES AND GOVERNMENT-
OWNED OR CONTROLLED CORPORATIONS TO FURNISH THE PRESIDENTIAL ANTI-GRAFT
COMMITTEE (PAGCOM) WITH COPIES OF THEIR RESPECTIVE RULES AND REGULATIONS AND
AMENDMENTS THEREOF.

The Presidential Anti-Graft Committee (PAGCOM) in the performance of its functions and duties needs for ready reference the rules and regulations of the offices concerned. In view thereof, all executive departments, bureaus, offices, agencies and government-owned or controlled corporations are hereby enjoined to furnish the aforementioned Committee with copies of their respective rules and regulations.

Manila, October 6, 1965

By authority of the President:
(SGD.) **SALVADOR L. MARINO**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO.146

SUSPENDING THE EFFECTIVITY OF MEMORANDUM CIRCULAR NO. 31, CURRENT SERIES, OF THE
CIVIL SERVICE COMMISSION. "

WHEREAS, numerous queries have been received in this Office regarding Memorandum Circular No. 31 issued by the Civil Service Commission on August 13, 1965, which revokes all permission to teach outside office hours previously granted to government officers and employees (effective as of the close of the first semester of the current school year, subject to one specified exception) and transfers the authority to grant such permission from the department heads to the Civil Service Commissioner

WHEREAS, according to a 1st indorsement dated October 2, 1965, of the Undersecretary of Justice, the said Circular "constitutes a modification or amendment of existing Civil Service Rules and cannot have x x x the compulsive force of a Civil Service Rule unless approved by the President and published in the Official Gazette," as required in Sec. 16(c) of the Civil Service Law;

WHEREAS, pursuant to the aforementioned provision of law, the matter is being submitted to the President for consideration.

WHEREFORE, pending consideration by the President of the said Memorandum Circular No.31, current series, of the Civil Service Commission, the effectivity of the same is hereby suspended until further advice from this Office.

Manila, October 26, 1965

By authority of the President:

(SGD) **SALVADOR L. MARINO**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 147

URGING PARTICIPATION BY GOVERNMENT AGENCIES CONCERNED IN THE FAIR “PARAISO NG BATANG MAYNILA” TO BE SPONSORED BY THE MANILA MEDICAL SOCIETY.

The Manila Medical Society will hold an exposition and fair called “Paraiso ng Batang Maynila” at the Harrison Park from December 11 1965 to January 23, 1966. The fair will feature medical, scientific, cultural and educational exhibits and/or displays depicting local and foreign accomplishments in these fields aside from the usual side shows, rides, circus exhibitions, etc.

Considering that the fair will be dedicated to the indigent people of the City of Manila and has for its objectives the projection of health consciousness among the residents and the promotion of total community effort towards the improvement of living standards within the city, the participation of the various government agencies concerned with health, science, education and culture is hereby enjoined. For this purpose, such government agencies as will participate in the fair are hereby authorized actual participation expenses and the officials and employees who will take charge of said participation and authorized official time and reimbursement of transportation expenses incurred in connection therewith, subject to the availability of funds and the usual audit.

Manila, October 26, 1965

By authority of the President:
(SGD.) **SALVADOR L. MARIÑO**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO. 148
PRESCRIBING REQUIREMENTS OF CONTRACT OF LEASE COVERING PRIVATELY-OWNED
BUILDINGS AND/OR SPACES FOR USE BY GOVERNMENT ENTITIES.

There is quoted below, for the information and guidance of all heads of departments and chiefs of offices and bureaus, Bureau of Building and Real Property Management Circular No. 12 dated May 6, 1963, prescribing requirements for the lease of privately-owned buildings by government entities:

"In order to facilitate the processing of Contracts of Lease on private quarters for government use, pursuant to Executive Order No. 290, s. 1953, the following, enumerated requirements should be complied with before forwarding the same to this Office.

1. Parties: Lessee – In the absence of a special provision, the Lessee shall be the Republic of the Philippines; the contract to be executed with the approval of the proper Department Head, by the Chief of the Bureau of Office having control of appropriation against which the contract would create a charge.

Lessor – The Lessor shall be the actual owner of the premises subject of the leasing agreement; provided, however, that should another person execute such contract by virtue of an authority derived from the owner, or by virtue of provisions of law, pertinent papers, e.g., letters of Administration, Special Power of Attorney, or Contract of Lease if Lessor should be a first Lessee of the premises, shall be attached and submitted along with the Contract of Lease, and which in all instances shall be certified true copies.

In all cases where Lessor is a corporation, partnership, or cooperative, certified true copies of the Articles of Incorporation and By-Laws or the Articles of Partnership, as the case may be shall likewise be attached to the Contract; provided, however, that, for purposes of compliance with this particular requirement, excerpts of said Articles or By-Laws duly authenticated and attested by the firm's Secretary or President, or a duly authenticated Board Resolution evidencing such authority to enter into said contract, shall be deemed sufficient.

2. Terms and Stipulations: – Among others, the contract shall contain the following:

(a) Term: – The term of the Lease must be for a period not to exceed one year; and, as far as feasible and practicable, not to go beyond the end of any given fiscal year.

(b) The contract must contain a provision that the same is subject to the approval of the Secretary of General Services.

3. Other pertinent papers to be attached to the Lease Agreement.

(a) A floor plan or sketch of the building or space with the corresponding measurement.

(b) In cases where the building or floor space is located outside of Manila (chartered cities and provinces), the following additional data should likewise be attached to the contract:

(1) Certificate by the City /Municipal Mayor, or Provincial Governor as the case may be, that there is no available space within the City/Municipal Hall or Provincial Capitol Building;

(2) A certificate by the City or Provincial Auditor, as the case may be, and in cities or provinces where there is a BBRPM Regional Office, by the Regional Chief, as to the reasonableness of the Stipulated monthly rental.

4. The Contract of Lease must be embodied in a public instrument; to be forwarded to reach this Office along with the other pertinent papers in five (5) copies each.

5. For purposes of renewal of Contract of Lease, it shall suffice that a copy of the approval by the Department of General Services of the original contract be attached to the letter requesting approval for such renewal, Such letter-request should be coursed through this Office and must categorically state the concurrence of the Lessor, and the usual approval of the Department Head concerned.

6. In cases where the rental on the premises is increased by virtue of a stipulation in the Contract, or for any reason, a justification for such increase by the Officials enumerated in No. 3 (b) No. (2) above, shall likewise be attached and submitted. In the above case as in all cases where there is a novation in the original contract, a new contract should be executed.

The Circular No. 12 shall take effect as of July 1, 1963, superseding therefor BBRPM CIRCULAR NO. 7, dated August 16, 1960, which is hereby declared without any further force and effect.

Compliance by all concerned is hereby enjoined.

By authority of the President:
(SGD.) **SALVADOR L. MARIÑO**
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1963). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 149

**DIRECTING THE SUBMISSION TO THE OFFICE OF THE PRESIDENT FOR EXAMINATION ALL
PENDING GOVERNMENT CONTRACTS INVOLVING LARGE AMOUNTS.**

All heads of departments, offices and agencies of the government, including government-owned or controlled corporations, are hereby directed to submit to the Office of the President all government contracts involving large amounts for examination prior to their approval and implementation.

Manila, November 22, 1965

By authority of the President:
SALVADOR L. MARÍÑO
Acting Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO.150

CLARIFYING MEMORANDUM CIRCULAR NO. 149 "DIRECTING THE SUBMISSION TO THE OFFICE OF THE PRESIDENT FOR EXAMINATION ALL PENDING GOVERNMENT CONTRACTS INVOLVING LARGE AMOUNTS."

The phrase "contracts involving large amounts" mentioned in Circular No. 149, series of 1965, which have to be submitted to the Office of the President for examination prior to their approval and implementation is hereby clarified to mean contracts involving amounts in excess of five hundred thousand pesos (₱500,000.00).

Moreover, contracts which had been perfected prior to November 22, 1965, the date of issuance of Memorandum Circular No. 149, as certified by the office auditor, need not be submitted to the Office of the President for review and may be allowed to take its normal course unless said contracts are otherwise required to be submitted to this Office by virtue of existing laws, regulations, or policies.

In this connection, it should be understood that all departments, offices and agencies of the government, including government-owned or controlled corporations, will observe ordinary course with respect to contracts and other financial transactions and should avoid undue haste in the processing thereof.

Manila, December 15, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO.151

CALLING THE ATTENTION OF ALL DEPARTMENTS, BUREAUS, OFFICES, AGENCIES AND
GOVERNMENT CORPORATIONS ENUMERATED IN THE ATTACHED LIST TO SETTLE OUTSTANDING
OBLIGATIONS WITH THE PHILIPPINE AIR LINES

The Philippine Air Lines, in a letter dated December 15, 1965, has requested the assistance of this Office in calling the attendance of the various departments, bureaus, office, agencies and government corporations enumerated in the attached list to settle their outstanding obligations with this airline company.

In view thereof, this Office is hereby calling the attention of all heads of departments and chiefs of bureaus, offices, agencies and government corporations concerned to this request of the Philippine Air Lines.

Manila, December 16, 1965

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES

MEMORANDUM CIRCULAR NO.152

REQUIRING ALL EXECUTIVE DEPARTMENTS, BUREAUS, OFFICES, AGENCIES AND
GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS TO EXTEND FULL COOPERATION IN THE
RENDITION OF INFORMATION AND REPORTS TO THEIR COUNTERPARTS IN THE INCOMING
ADMINISTRATION.

For an orderly turnover of the Administration, you are hereby instructed to give all information or reports that may be required of you by the incoming administration coming from any of the following persons:

- 1) Counterpart official-designates of the incoming, administration, whose nominations had already been publicly announced by the President-elect;
- 2) Incumbent public officials, such as Congressmen and Senators, who are acting in their capacity as such, if they do not fall under paragraph No. 1) above; and
- 3) Those not falling under the previous two paragraphs must be required to present credentials authorizing them to make such an inquiry or request such a report, duly signed by the President-elect.

Please be guided accordingly.

Manila, December 22, 1965

By authority of the President:

(SGD.) **RAMON A. DIAZ**
Executive Secretary

Source: Presidential Museum and Library

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.

MEMORANDUM CIRCULAR NO. 153

REQUIRING ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AGENCIES AND GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS TO SUBMIT INVENTORY AND STATUS REPORTS ON THEIR RESPECTIVE OFFICES ON OR BEFORE DECEMBER 27, 1965.

For the purpose of giving the incoming Administration a correct picture of the situation in their respective offices, it is hereby directed that all heads of departments, bureaus, offices, agencies and government-owned or controlled corporations submit to this Office an inventory of pending matters, a general outline of policies, accomplishments and other general conditions of their respective offices.

These reports must be in this Office on or before December 27, 1965.

Manila, December 22, 1965

By authority of the President:
RAMON A. DIAZ
Executive Secretary

Source: **Presidential Museum and Library**

Office of the President of the Philippines. (1965). *[Memorandum Circular Nos.: 1 - 153]*. Manila: Presidential Museum and Library.